

HOW TO FIND A JOB IN A JOBLESS RECOVERY

Prepared by
Challenger, Gray & Christmas, Inc.©

THE RESUME

Most job seekers put too much emphasis on the resume, believing that a good resume will, by itself, be enough to land a job.

However, a resume alone will not get you a job. It may not even open any doors. In fact, most employers use resumes to *eliminate* candidates for a job.

The resume should provide enough information to interest the employer in interviewing you. While it is no substitute for an interview, your resume should be prepared in such a manner that it will stand on its own and provide enough information about you to enable an employer to make an intelligent evaluation.

Remember, all candidates being considered look alike. Your resume needs to present your accomplishments and capabilities in a way that makes you stand out over the competition and catches the employer's attention.

Ignore those who say a resume should be no more than a page. It is true that employers are busy people and are bombarded with hundreds of resumes. Because of this, your resume should be prepared with ease of reading in mind and should provide details that can be easily perceived by the reader.

However, that does not mean keeping your resume to one page if you have a lot more to tell the employer about yourself. You want to communicate all of your accomplishments and why you are qualified for a job. Neither your interests nor the employer's are served by the typically short resume, because it does not provide enough information for the employer to make a fair hiring decision.

Do not state individual goals or career objectives. If you do, the prospective employer is likely to get the impression that you are more interested in yourself than you are in the company. That can be reason enough to remove you from consideration for the job, even before a full evaluation of your credentials takes place.

