

Turning Your Résumé into an Interview

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- ✓ Tailor the résumé to the job
 - Tools
 - Experience
 - Results
- ✓ Show growth in responsibility
 - Training other staff
 - Project responsibility: processes, tools or products
- ✓ Demonstrate challenges and results; quantify when possible
 - Pages, topics, books
 - Project duration
 - New tools or products you learned
- ✓ Get the résumé to the hiring manager as well as HR or the online career system.
 - Use your network to connect with someone who'll "deliver" the résumé.
 - Keep up with your network, regardless of job status.
- ✓ Use your résumé as a work sample
 - Provide your résumé in the company's tool format.
 - Use styles/tags, spaces, and tabs appropriately.
 - Don't use tables for layout!

Resume review process

1. Does the applicant meet the most critical qualifications?
 - How much domain or tool training will be needed?
 - Can I afford the time and staff?
2. Do I know the applicant or someone who worked with them at XYZ Corp.?
 - Underground reference checking is pervasive, despite HR departments' dicta.
 - Personal reference comments can get you the interview or doom your chances.
3. If you're called for an interview, I assume you can do the job. But...
 - Fit with team is critical. Does your attitude mesh with our direction?
 - Discrepancies between résumé and work samples or dialog can kill the deal, such as not knowing basics of the tools or domain.