



Shoman Staffing Services

Jennifer's Resume Tips

My tips can be summarized into 3 suggestions.

- 1) Use numbers if possible (as opposed to words), i.e. “managed a staff of 15 people” as opposed to “managed a staff of fifteen people”. Numbers stand out – they are easier to pick out when scanning a resume. Numbers can impress.

Your first opportunity is the dates of past employment, if you have longevity, make sure it's noticed by making that notation **bold** or underlined.

Remember “SAM” – how did you Save, Achieve or Make the company you worked for ? Save can be how your new procedures reduced loss or theft. Or using your technical skills when your job title is Administrative to save the company money on tech support. Achieve could be the advancement and promotions you received. It could be education or certifications you obtained. Make is usually for sales people, but be creative !!! If you supported salespeople – you made the company \$\$\$!!!

The last 2 tips are connected, think of a peace sign (with your 2 fingers, making a “V” shape). The “V” stands for verbs.

- 2) The first “V” is for vary the verbs. Try not to use that same verb twice, or at least not near each other on the resume. The thesaurus is your friend ☺.
- 3) The second “V” is use verbs with power. If I say that I download figures, data entry them into Excel, and give to management the monthly financials – as opposed to – I research, combine, balance, and present an evaluation of the monthly financials to management – which sounds better?

** Extra Bonus Tips **

- Always have your name on ALL pages.
- List the most relevant information first. So if your degree is most relevant – start with education. If experience is more important – start with past employment.
- Review job descriptions for key words that should be included in your resume.
- You don't have to use a template, consider creativity ☺ !!!
- Make sure it's easy to scan, most people won't read the entire document.
- The only purpose for your resume is to create questions they must ask you in an interview, not answer every possible question.

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Setting Yourself Apart (From The Rest)

Selling Yourself- Until you find a job, your full time effort will be spent “selling yourself”. As in any sales process, you must know the clients “needs” before you can convince them you can satisfy those needs. Ask them many questions and do a great job of “listening”. Any research you have done on the company can help you ask intelligent questions. Once you know what’s important to them, outline you “features and benefits” that you believe can help them. A feature is the skill you have (proficient in MS Word); the benefit is how it will help the company (able to complete complicated documents quickly). Companies want to know how you will help the business grow. Benefit statements can make them believe you will do that. Be honest and sincere, but most of all be yourself !!! In the closing, don’t be afraid to ask for the job.

Dress appropriately- If the dress at the company is casual (jeans and T-shirts OK), wear khaki pants and a button up shirt. If the dress is business casual (khaki pants and dress shirt), add a tie or a jacket (but not both). You want to be 1 step above the dress code, not 2 or more. Never wear a lot of makeup or jewelry. Take out piercings and cover tattoos.

Bring a resume, but be prepared to fill out application- For many companies, you don’t exist until you fill out their application. Fill it out neatly and completely. Don’t ask if the resume will suffice.

Be 5 minutes early for your interview. Give a firm handshake. Make good eye contact. Sit up straight.

Smile!!! Be friendly to everyone at the company !!! Be yourself !!! People hire people they like.

Speak clearly. Don’t speak poorly of your past employers. Don’t interrupt. **Be a great listener.**

Ask for the job. Most people just say “Thank you” and leave. If you want the job, ask for it. Review the benefits you feel you can bring to the company and go for the close. For instance, “I am flexible to work additional hours so that we can get caught up on those Monthly Reports you mentioned, and with my knowledge of Excel I feel confident we can process them quickly. May I start tomorrow?” If you feel comfortable, ask an assumptive close, “would you like me here at 7 or 8am tomorrow?”

Send a “Thank you” note, or call the person to say “Thank you” for their time.

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