

A GUIDE TO READING A RESUMÉ

Prepared by The Executive Group



KEY POINTS

Some positive points to look for in the resumés you review:

- Signs of achievement and/or results
- Profit-minded individual
- Stability in career direction
- Signs of sound decision-making and judgment
- Job description specifics
- Overall proper/attractive construction and appearance of resumé
- Career goal in line with the offered position



After review of a group of resumés, it is beneficial to divide them into three groups:

Definitely **Maybe** **No**

When going through your **Definitely** pile, read the experience portion of the resumé to determine which candidates have experience relating to your available positions. The resumés which communicate competencies and experience suited directly to your opening should be interviewed.

To be fair in your interview process, you should go back and review some of the resumés you put in your **Maybe** pile. Occasionally, an applicant may have some great skills that you did not see in the first review.



17 TIPS

1. Read the resumé from back to front. This way you can follow the chronology of work history that brought them to their current position.
2. Are they within the appropriate hiring cycle? Are they looking at a lesser role or even an apparent lateral move?
3. Establish appropriate work history. Do they have relevant experience?
4. Establish appropriate credentials. Does the required certification or training support the position requirements?
5. Establish appropriate education.
6. Is applicant currently employed? How long has it been? Is there a pattern?
7. Are there gaps of employment history? Does the resumé list year-to-year employment dates or month/year to month/year dates?



8. Does work history suggest a job hopper?
9. Are there any grammatical errors?
10. Is resumé written by a recruiter? Is it presented by a recruiter?
11. Is there a greater emphasis on education than experience?
12. Is more space given to previous jobs or current job?
13. Does resumé indicate accomplishments and results or duties and responsibilities?
14. Has the applicant's experience or training been acquired in a comparable setting?
15. Does applicant have depth of experience?
16. Does the resumé show progressive roles and responsibilities?
17. If not this role, what other role in the organization might this person fit?