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## **BERG Professional Staffing**

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### **OBJECTIVE**

Resume Writing Tips: The KEY to getting the Interview is the Resume.

### **SKILLS NEEDED**

- 1) **Know your audience**----This is the #1 key in creating a successful resume.

It's important to ask yourself some questions when putting a resume together. Here are a few key questions to ask:

- A) Who is the first person that might read your resume?

Who might be the **FIRST** person to view your resume? Will it be the Hiring Manager or someone we call the Gate Keeper? These Gate Keepers could be: Human Resources, an Executive Assistant, or even a company Recruiter. Each of these individuals might not be an expert in your field but they are the first Gate Keeper in your search for a position. These Gate Keepers are looking for **KEY WORDS** on a resume, and they are looking at it very quickly. They are responsible for getting your resume into the hands of the Hiring Manager. They can put your resume in one of 2 piles: Yes, or NO. Your job is to get your resume past the Gatekeeper.

\*\*\*Example: The Gate Keeper doesn't know that **invoicing** is the same as **billing** if they have never done it before.

- B) What type of position are you applying for?

Make sure you read the job description for the position in which you are applying. Try tailoring your resume to the job description. Having more than one version of your resume is recommended in order for key job skills to stand out for the position in which you apply.

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## C) Who is the end user that is going to read your resume?

Knowing the similarities between you and the Hiring Manager is very important. Put yourself in the shoes of the hiring manager. What might you want to see on a resume for a position you are looking to fill?

Example, if you are an Accountant, you know that an Accounting Manager/CFO/Controller is going to be the final decision makers regarding your resume and whether or not you get an interview with their company. What do all Accountants have in common? NUMBERS. They like to see numbers. That is why they are in Accounting. Your resume should include number examples:

- (Simple Example) Responsible for processing 10,000 Accounts Payable invoices on a quarterly basis.
- (Detailed Example) Provided strategic path for an integrated approach to Business Process Outsourcing that retained 30% of original workforce and reduced risk by 82% and overhead cost by 64% or \$4.5M annually.

2) **Make it easy to read**----Simplicity is the key for companies to find what they are looking for on your resume quickly.

Remember, the first person looking at your resume doesn't spend much time looking at resumes where things are hard to find.

Our standard resume format is: Education on the top, Experience in the middle, and Computer Skills on the bottom. Putting dates on the far left hand side is beneficial for ease of finding progression of your past positions.

3) **State the facts**-----Don't use describing words that can't be backed up by facts.

Example, I'm very hard-working and dedicated. You are? How? Give me an example. Will other people use these words when they describe you? Stick to the facts about what you were responsible for in your position. Let your references use these words on your behalf.

4) **The resume is your interview key**---Your resume should read like you might explain your job to someone in an interview.

Be specific on your resume. This will also help you remember exactly what you did 10 years ago at company ABC.

**Continued.**

- 5) **Be complete!!!**----Make sure your resume states what you did.

This refers to dates, job descriptions, education, computer skills, etc...

Why would you tell an interviewer something that you did that is NOT on your resume? If someone can't tell from your resume if you have experience doing something, then you didn't do yourself the justice of adding it to your resume in the first place.

You never want to hear:

"You have experience working with Financial Statements? But you don't list it on your resume."

- 6) **Number one misconception**----Try to keep your resume to one page.

This tends to be one of the biggest misconceptions that we still hear today. I don't know if college counselors are still teaching this but it's shouldn't be standard. When someone is looking for a qualified candidate, they aren't going to turn them away because their resume is more than 1 page.

- 7) **Your past employers**----Telling a prospective client about your past employer can help you get an interview.

Saying something good about your past employers makes you look good.

Example: I was the Senior Account for a Fortune 500 company which was the largest food distributor in Minnesota.

Really? That sounds great.

Remember: Every company does something well or they wouldn't be in business. Tell me what that company does and what they do well compared to someone else. People want to hire people from successful companies.

- 8) **What does a title represent?** Every company has a different title for the same job.

The most important thing is the details of the job. Does Credit Manager mean the same thing to everyone?

- 9) **The computer age**----Today's technology is that people can post their resume on-line.

(Examples, Monster, Careerbuilder, Craigslist) they can apply on-line, and they can email resumes.

Why limit your resume when you know that people are searching for you by KEY WORDS.

**Continued.**

**UNDESIRE SKILLS**

10) **A few resume don'ts**---Please make sure not to make the following errors:

- A) Language ---Don't use slang words, abbreviations, etc...(including the word etc..)
- B) Typos----Means you didn't take the time to prepare
- C) Photos----Don't put them on there
- D) Fancy Fonts----Make it easy to read
- E) Graphics----Not necessary

Please feel free to contact us if you have any questions or if we can be of any assistance.

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