

Poorly written resume = Less interviews



From Mike Moore, President & COO of Moore Staffing Services

A resume is a candidate's first introduction to a hiring company so it stands to reason that the resume should be well written and well designed. The resume should have smartly articulated job descriptions of the candidate's work history in a well designed, eye appealing and easy to read layout. Anything less puts a candidate at a disadvantage in their job search.

When you consider how competitive it is to get a job these days, it is difficult to understand how so many poorly written and designed resumes come to our inbox every day. Of the 50-100 resumes that we receive each day at Moore Staffing, close to 90% of those resumes fall short of being perfect. Some of them need minor fixes to grammar or changes to the content, but many of them are poorly written and/or poorly designed. Just before I wrote this paper, a resume came to my inbox that contained the following bulleted sentences describing the candidate's experience:

- *Resentful, oriented, Enthusiastic, creative.*
- *Received all bilingual calls to interpret receive payment close account and update.*
- *Handleding switchboard transferred updated database...*

The above example is typical of some candidates' resume grammar. Are the poor quality resumes that we see so frequently due to the failure of our schools to teach students proper written language skills? Is it poor leadership by parents or lack of common sense by job seekers? I suspect it is a combination of all of those.

Candidates must understand that if they have a poorly developed resume, they will not get to the interview stage. Some candidates with poorly written resumes get interviews through sheer luck, but in a competitive job market, the chances of getting interviews are slim with poorly written resumes.

Job seekers who are struggling with designing their resume can take advantage of the many resume writing resources available on the internet that offer free tips and advice. Here are a few:

http://www.moorestaffing.com/PDFs/C_ResumeTips.pdf

Moore's web site has a white paper that offers excellent resume writing tips.

<http://www.howtowritearesume.net/>

A site with lots of great free information and advice on how to write a resume.

<http://www.careerbuilder.com/JobSeeker/Resumes/ResumeCritiqueLanding.aspx?cblid=scprhmpg1>

A free service where you can submit your resume and it will be reviewed by Careerbuilder and comments will be emailed back to you.

<http://www.quintcareers.com/>

A site with extensive job search advice and tools and resume writing tips.

One vital step in the resume design process is to have someone with good written communication skills review the resume before it is submitted to any hiring companies. Another recommendation I would make to people with poor grammar and written language skills is to take a grammar class at a local college or do an at home grammar study course. Several learning resources can be viewed by "Googling" the words "At home grammar courses".