

SHINING THE SPOTLIGHT SERIES: OUR EMPLOYMENT & EDUCATION SERVICES

Employment that works for you!

5 resume “refresh tips” to land a job during an uncertain year

There is no doubt that work and how we look for it has changed for most due to the pandemic. Job seekers now find themselves in uncharted territory, trying to navigate a shifting job market and land the position they are looking for. Although lots has changed, nothing is more constant and valuable than being inventive and having a resume that situates you as a competitive applicant. The following are five quick “refresh tips” from an article* on www.fastcompany.com that better situates you in this competitive job market.

*Source information and the complete article are at the end of this document.

1. Elevate Your Pandemic Pursuits

If you have been able to gain any tangible skills from this unusual year add these to your resume. Consider hobbies, interest, volunteer/ home schooling or family care experiences that have resulted in skills and use them to leverage yourself as a strong candidate. Remember to keep descriptions short and straightforward and relevant to the job description.

2. Surpass the Robots

Applicant Tracking Systems (ATS) are widely used by today's employers and are meant to wade through resumes to get to the most qualified...on paper. If your resume is not formatted correctly it may get missed even if you are qualified for the job. One approach to get past these tricky hiring systems is to make sure you place key words in your resume that come directly from the job description.

3. Explain any Gaps

We have had unprecedented unemployment due to this pandemic. Employers know this and appreciate candidate's employment situations. The best approach is to be honest and acknowledge it if it is your reality. Avoid doubt and uncertainty by explaining your circumstances clearly.

4. Show Off Secondary Sources

Include sources with your resume that highlight your strengths beyond what is referenced on paper. For example, if you are a graphic artist or a writer - highlight your creativity by attaching a copy of your work to the application. Same holds true for other accomplishments that you bring to the job. These additions act as proof or demonstration of your skills.

5. Guide a Recruiter's eye through Focused Design

Improve your chances of getting noticed by using a well organized and concise resume. Leave out what is not relevant, be specific to the employer's requirements as they are presented in the job description and do not use a generic resume. Focus your information to meet the needs of the position and you will increase your chances of getting into the "yes" pile.

Don't take the employment journey alone, get connected to our professional employment services and let us help you get **Employment that works for you!** If you require assistance with your resume, Holly is available for one-on-one employment support.

Contact me today: holly.rye@hrmfrc.onmicrosoft.com and take the first step to getting back to work.

SOURCE

Shi, D. (29 January 2021). 5 résumé refresh tips to land a job during an uncertain year. Fastcompany.com. https://www.fastcompany.com/90598849/5-resume-refresh-tips-to-finding-a-job-in-2021?utm_source=CERIC+Subscriptions&utm_campaign=4903ab5bec-EMAIL_CAMPAIGN_2017_05_25_COPY_01&utm_medium=email&utm_term=0_1d052da7c8-4903ab5bec-457981671