

## Resume and Cover Letter Guidelines (Subjective Tips from a Recruiter)

By Livia Wright

- Do include the job title in the subject line of your email when responding to a job posting and sending your resume. I may and usually do have more than one job opening posted, do not make me guess which job you want.
- Do include a cover letter again with the job title and with your name. Guessing games can get old.
- Do not start the cover letter with 'Dear Sirs' for obvious reasons and yes, I still am addressed as Sir. Really?
- Please do not send a resume for a position that you are not remotely qualified for, e.g. a sales rep applying for a programmer position. If you want to send a resume, hoping there is a sales opening along with the programmer position that was posted then please state that in your cover letter.
- Your cover letter should not be a mini novel or biography. I do not have time to read several pages of accomplishments. Keep the points brief and pertinent to the position for which you are applying
- See above, your resume should also not be a mini novel or biography. Use bullet points to highlight your experience and skills. Remember people with tired eyes are reading your resume and do not want to read long paragraphs. If I want to do that, I will reread War and Peace. Work hard to keep your wording brief and effective.
- Do not send resumes to every job I am posting. Most of my job openings are not related. Doing so makes you seem unfocused and unsure about what you want. Target only those positions for which you are qualified and interested.
- In addition, please send your resume as an attachment not in the body of the email unless asked for it by the recruiter. It is easier to save to a database and forward on to a hiring manager. In addition, if you say in your cover letter that you have included your resume as an attachment then please, before you hit send, ensure it is indeed attached. Several times per week, I have to ask the candidate to send the resume. Fortunately, I do not deduct points for that...
- Save your resume with your name as the file name, not with the file name 'resume' or just your skill title such as 'java programmer'. I usually save resumes to my database and I often have to rename it with the candidate's name.
- If you are applying for a position that requires specific skills or certifications please, please, please ensure that your resume lists those skills prominently displayed in your employment history and/or summary of skills. Address it in your cover letter. I also spend a lot of time calling and emailing candidates asking if they have the XYZ skills required by the client and outlined in the job posting.