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Ace The 5-Second Resume Test

Does your resume have what it takes to pass the five-second test? Even in today's tight IT job market, hiring managers scan resumes first; then read further for details, if your resume warrants their time. Within the first few seconds, most resume reviewers want to know:

- **Your current or past level.** Level is generally measured in terms of years of experience, title, or other responsibility, which may tell the reader how flat or steep your learning and earning curve is.
- **The roles and functions you can perform.**
- **Settings you have performed them in.** If they are similar to the company you're applying to, their staffing people are likely to believe you can repeat your previous triumphs with their company. Past settings in many cases will also reflect the kind of places in which you want to work.

Keep in mind that perception is the first truth for the resume reader. Whether you call them achievements, results, accomplishments or contributions, including quantifiable results in your resume is one of the best ways to land that initial interview. How to accomplish this?

Hard numbers grab reader's attention and highlight your professional achievements. One method of quantifying your experiences on paper is to utilize the **SMART** approach. Any result statements on resumes need to be:

Specific,

Measurable,
Action-oriented,
Realistic,
Time-based.

When your listed accomplishments include each of the above points, they will have impact.

Companies today are so bottom-line and results-oriented that job seekers who can take their achievements and turn them into specific benefits can skillfully reduce deficiencies in areas such as formal schooling. Also, try to use hard numbers whenever possible, rather than the overused percentages that fill up many resumes. Readers draw inferences about you from what they view on your resume. They may conclude, "If this person is this organized with their resume content, they will probably provide this kind of systematic approach to their job."

Joe Hodowanec

President, J.M. Wanes & Associates
www.jmwanes.com

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