

tip sheet



YOUR RESUME SCREENED

While screening resumes, employers ultimately look for work experience, skills and abilities that match the requirements of the position they need to fill, but they also pay attention to:

Gaps in Employment

Significant gaps between jobs may suggest that you have been absent from the workforce for a long period of time. Be prepared to respond to questions regarding any gaps, you may want to address them directly in your cover letter.

Employment Patterns

A pattern of employment that lists several jobs (with different companies) within a short period of time, may suggest that you lack loyalty or commitment towards an employer. On the other hand, someone who has remained in the same position without having gained a promotion may suggest a lack of motivation and initiative. Are there any patterns in your work experiences that would require an explanation?

Related Experience

If you lack work experience specific to the position you are applying for, highlight the work experiences which have enabled you to acquire the transferable knowledge, skills, and abilities to quickly adapt to the employer's needs.

Factual Experience

The details provided in your descriptions of job responsibilities or achievements should be factual and verifiable. Exaggerated claims of work experience, responsibility and accomplishments may result in your resume being screened out. Employers pay special attention to the most recent experience. Any experience you present is open for exploration during the interview.

Extracurricular Activities

If you choose to include extracurricular activities on your resume; participation in team-related activities suggests that you have a sense of teamwork, a list of hobbies and interests may suggest that you understand the value in maintaining work/life balance.

Personal Information

Never include personal information on your resume, such as age, gender, marital status, sexual orientation, cultural background or religious affiliation. These attributes have no bearing on whether or not you are qualified for the position and employment based on this type of information is illegal.

Demonstrated Enthusiasm

Employers will consider hiring an applicant who will fit into their culture, is enthusiastic and has the ability to learn quickly vs. someone who has related experience but would not fit into the culture.

Attention to Small Details

Take care to create a professional resume that lists your relevant skills specific to the posting, and that does not contain any spelling or grammatical errors. Customize your cover letter so that it speaks to the specific needs of the employer. Professional and customized resumes and cover letters send the message that you are sincerely interested in the position and have invested time/energy in preparing your application for the position.

