

THE STRAITS TIMES: Saturday, Aug 5, 2000

RECRUIT
EXECUTIVE APPOINTMENTS • CLASSIFIED JOBS
The Straits Times

INSIDE!
Do the math
Sell well

Polish and shine

NICKS ON
The economy has shown signs of recovery. Some of your friends, colleagues and business associates may be spoilt for choice with several job offers. Many have progressed up the corporate ladder with better pay packages. You feel left behind.

HOUR BACKGROUND
The internet has made job applications much easier these days. One click and the hiring manager finds himself swamped with applications sometimes from around the world.

SHOW AND TELL
Whether or not you land an interview is decided in a matter of minutes. So don't underestimate the importance of this document you submit. Craft it well and spend time polishing it so it shines! Here are some tips to help you along.....

PROMOTIONS IMPRESS
If you've been in a position for a long time, it's important to show your growth and achievements. List your promotions and accomplishments in a way that shows your value to the company.

ACHIEVEMENTS
List your major accomplishments and the impact they had on your organization. Use numbers and specific examples to quantify your achievements.

CAREER DEVELOPMENT
Show your commitment to professional growth and development. List any courses, seminars, or conferences you have attended.

REFERENCES
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Polish and Shine

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The economy has shown signs of recovery. Some of your friends, colleagues and business associates may be spoilt for choice with several job offers. Many have progressed up the corporate ladder with better pay packages. You feel left behind.

Perhaps its time to review your resume. The first step in landing your dream job is to get an interview. But getting there depends largely on how you organize your resume.

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YOUR BACKGROUND

Employers give consideration to the sort of companies you come from. Make it clear whether it's a US or European multinational, a public listed or privately owned organization. The Company you come from reflects the corporate culture you've been exposed to.

Also, unless you're from the same industry don't assume people know about your company. Briefly describe the division you work for, its core business, revenue, staff strength, worldwide presence and headquarters.

SHOW AND TELL

Draw up an organization chart to show where you fit in at your current workspace. Illustrate the way your particular team is structured. A business that's worth \$200m presents a different perspective from a business worth \$2m. Similarly if you managed a team of 200, it's different from managing a team of 20. If you have regional responsibilities, point out countries in which you have the most experience.

IMPORTANT MONTHS

For each period of employment, avoid stating just the year. 1998-1999 can mean two months, that is, December 1998 to January 1999 or two years! Include the month and explain any gaps, or it may give the impression you're hiding something.

PROMOTIONS IMPRESS

If you've been with your company for several years, don't just state your last designation. Promotions in between are more impressive. A person who advances his career through promotion within the same organization impresses more than one who advances by moving from one company to another.

ACHIEVEMENTS

The subject of "Achievements" is presented in only about 20 percent of resumes. Responsibilities are important, but employers are more interested in contributions made by employees during their tenure.

CAREER DEVELOPMENT

Being "headhunted" is not a good reason for leaving. Don't say that in your resume. How can your potential employer be sure that you won't leave as soon as the next headhunter calls? Show that you planned and controlled your career development.

REFERENCES

References add weight to your resume especially if they are well-respected professionals in their own right. But make sure you asked for permission before putting their names down!

When you are done with writing your resume, ask yourself if you have distinguished yourself from the “Others” or not? If you have access to professional recruiters, ask them for their comments.

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