

Staffing firms waiting for resumes

(Published in The Appleton Post Crescent March 13th, 2011)

The job market is definitely improving. Now is the time to update your resume, reconnect with your references, and enhance your job search. Below are some key guidelines for success.

Ideal job: On a piece of paper, describe your ideal job. Identify job functions you enjoy and have previous work experience to be successful. Also, identify those functions, which no longer challenge you. The purpose is to guide you while researching jobs, so you make the best career move.

Career objective: A career objective is not necessary on your resume unless your job requirements are very specific. Example(s): Professional sales representative seeking part-time flexible hours. Retired sales manager seeking supplemental income and open to flexible hours. College student seeking full-time summer employment and open to rotating shifts.

Resume: Prepare a professional resume with detailed yet concise information stating your work experience over the past 10 years. You will need employer name and address, start and end dates, job positions, and summary of work responsibilities. The job summary under each position should include all major responsibilities performed. If you are struggling with identifying your work responsibilities, then do a Google Search to obtain sample job descriptions. Highlight the job duties you accomplished in your role and incorporate this information into your resume. A one-page resume is still the best, but no more than two pages. Use a professional standard font such as Calibri or Cambria. Avoid using an excessively large font for your name at the top, it sends the wrong message.

Minimum job requirements: With the over abundance of job seekers, your work experience and qualifications must correspond to the job posting. It sounds simple, but hundreds of people are seeking the same job. And if you only have the minimum requirements, you probably won't make it to the interview stage. Instead, apply for positions more in line with your experience and those that will provide you with future growth opportunities. Managers reviewing your resume will be very selective and choose only qualified candidates with the education, job skills and related work

experience meeting the job requirements. Those on target will be selected for the first round, which is typically a phone screening.

Cover letter: Spelling and proper grammar is required. The most important reason for the cover letter is to gain the interview. In three simple paragraphs you have the opportunity to sell yourself. Briefly state why you are interested in this job and why you want to work for this company. Secondly, state why you would be an ideal candidate. Then close the letter with these simple words: "Thank you in advance for considering my resume as a qualified candidate. Please contact me at the cell phone number listed above." Close with a proper salutation.

If you are struggling with any of these steps, remember staffing companies can guide you through your job search and typically don't charge for their services. Also, they may help you find your ideal job.

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