

Preferred Resume Provides Improved Human Resources Resume

By Emily Sanderson

Editor's note: The following article describes improvements made to the resume of an actual Preferred Resume client. The name of the candidate, her prior employers, and her contact information have been changed.



Susan, a professional with ten years of human resources experience, submitted a four-page resume to Preferred Resume when she purchased their resume editing service.

"My resume seemed too general. It didn't seem to grasp the reader's attention. I wanted to create a resume that would take me to the next level of my career," Susan says.

Susan has experience as an assistant director of human resources at two local colleges in the tri-city area in British Columbia. She has a master's degree in organizational management, and she is presently completing her doctoral dissertation. With the education she has recently completed and her solid human resources management experience, Susan felt very qualified to apply for positions with increased responsibility.

"I asked Preferred Resume to revise my resume so that it would highlight my current achievements and to revise wording to the common language found in resumes. I wanted my resume to stand out," she says.

Susan has the qualifications and experience, but she needed a resume that would take her the rest of the way there.

"The first thing I considered was the length of Susan's resume," says Karen Smith, a writer for Preferred Resume. "Although she has a lot of important information to include in her resume, my goal was to condense it to two pages. Since she was staying within her industry and she had extensive managerial experience, it was appropriate to extend her resume past one page."

For executives with extensive experience, limiting a resume to two pages provides potential employers with the necessary information in a neat package. For example, although Susan is presently completing a doctoral dissertation, she had buried that information on page four of her original document. Limiting a resume to one or two pages gives job seekers more control over the information that potential employers will actually peruse when they receive a resume.



Smith prepared a resume with a summary of qualifications at the top which highlighted her skills and accomplishments in a bulleted list of power statements.

"I took some of the skills Susan mentioned in the questionnaire she provided and gave them the emphasis they deserved," Smith said. "Two of the bullets were 'Outstanding ability to meet objectives and to take risks into account to ensure bottom line success' and 'Able to deliver proactive and creative advice and to achieve goals under stringent deadlines and budgets.'"

Many Preferred Resume clients have praised the questionnaire they fill out when signing up. The questionnaire is a good exercise that helps clients put into words their skills, abilities, and accomplishments.

Under each company where she had worked, Smith provided a summary of her accomplishments and then a series of bullets which broke down her experience in more detail within the space available. Each bullet began with an active, descriptive verb.

Smith used Book Antiqua, an excellent font for resumes, and used consistent formatting throughout the document.

“Preferred Resume did a great job updating my resume,” Susan says. “The changes are beneficial, as I can see that [my resume] focuses on my experience and accomplishments.”

For more information about Preferred Resume, and to sign up, visit www.Preferred Resume.com.