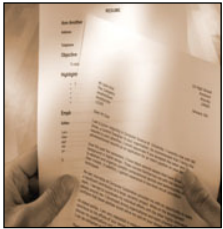


Your HR Resume Can Get You Noticed

By Sayaka Seino



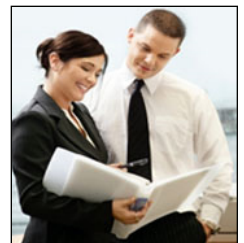
Human resources director is a crucial position for the success of a company or organization. Your resume must stand out among the many applicants. The potential employer should get a clear picture of your people skills. You must be sure to have a great objective or profile section, as this will often be the determining factor as to whether or not you get the job. List your educational qualifications chronologically beginning with the most recent degree earned or school attended. It is also important to list work experiences beginning with the most recent place of employment. Be sure to note awards, honors, and volunteer experiences. It must be organized, specific, and eye-catching.

The position of Human Resources director has become a key role in the success of many organizations and companies as it becomes increasingly important to recruit and train new employees to keep operations running smoothly. Although there are plenty of great HR jobs available today, it is necessary to stand out amongst the crowd in order to get noticed and secure a position. The resume you write can help show your potential employer that you have outstanding communication and interpersonal skills and more.

As with resumes for most other positions, the space directly beneath your name and contact information, namely the objective or summary of qualifications, is key in catching the employer's attention. This is the first section your potential boss will read and will most likely determine whether or not your resume gets tossed immediately. Therefore it is crucial to choose your words carefully and, in a few lines or less, convince the employer that you have the skills and enthusiasm they are looking for.

While there are definitely some personal characteristics that companies look for in an HR person, it is also necessary to be educationally qualified for the position. Use a standard chronological format for the education section, starting with the most recent degree earned or education received. Most companies will want you to have a Bachelor's degree in order to be considered.

Other relevant knowledge you possess can be indicated in the experience section. This should also be displayed in chronological order with the most recent work experience first. Be specific about the responsibilities you've had and the knowledge you've gained. You should highlight proficiency in computer packages, SPHR or PHR, and recordkeeping skills. This is also a great place to showcase organizational skills, written and oral communication skills, training experience, and ability to keep a high level of confidentiality. It should reflect a thorough understanding of what the HR position consists of.



Other honors, awards, and relevant recognition should be listed. Volunteer work is also great to mention here. This will show your potential employer that you have a drive to succeed, work well with people, and have a desire to serve.



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With HR positions, it's not enough to just be qualified; you need to be exceptional. With an eye-catching, organized, and specific resume, you are almost certain to catch the attention of your potential employer. Don't be afraid to show them what you have to offer and stand above the competition.