

Resume Development Training Aid

Ross Harvison



Key Statistics for Resume Screening

- Most experienced recruiters will look at your resume for 6-10 seconds before they make a decision
 - They will screen their best 10-20 candidates
 - They will only send their top 3-5 forward
- If you are being screened by software, you have an even lower chance of getting into the system
 - Most jobs get between 700 and 1000 submittals, some receive as many as 3000
 - Of these, about 25% will pass the initial key word search (having 90% of keywords)
 - Many companies will look at only the first few hundred due to high numbers
 - Most will push the keyword requirement to 100% (and beyond) reducing the candidate pool to 15-30
- After these screenings, Human Resources personnel will make a decision with a review of about 30 seconds per resume
 - Reducing the list to 5-10 candidates
- The hiring manager will then look at your resume for another 6-10 seconds
 - Reducing the list to be interviewed to 3-5 candidates

Ramifications of Resume Screening

- You have a very small chance of getting to the key decision maker if your resume doesn't get you through multiple systems
- You need one resume to clear the automated systems and another to get to the key decision maker (*not covered by this training aid*)
- The first must wow the automated system with how well you match all of it's required key words (*not covered by this training aid*)
- Both must wow the any human being that sees it above the thumb
- The second must wow the key decision maker above the thumb and beyond (*covered in this training aid*)
- You really don't want to reach the interviewer through this process
 - Meaning that you want to reach your interviewer through networking

Your Primary Resume

Name and limited contact information

Descriptive title followed by a strong forward looking summary of who you are

Key competencies that support your summary and the job

Your best 3-5 accomplishments that sell you for this position

Chronological job history with a minimal job description and additional accomplishments that are aligned with the position you are applying for

Above the Thumb

Below the Thumb

Dona D. Espai, PhD, CPSSM
Ilimitado Cielo, VA
donadespai@email.net
(555) 555-5555

LIFT VEHICLE DESIGN EXECUTIVE

Award winning engineer and space industry leader with 20 years of experience in the development and production of heavy lift vehicles. Solid reputation for delivering high risk, multi-billion dollar projects on schedule and consistently under budget. Committed to the efficient, cost effective supply of equipment and supplies to high earth orbit, and the safe return of all personnel.

KEY COMPETENCIES

Congressional Influence	Executive Negotiation	Crisis Management
Lift Vehicle Design	Large Project Management	Project Cost Control

SELECTED ACCOMPLISHMENTS

- Successfully increased lift capability of the Andromeda N1B launch vehicle by 21% without increasing propellant requirements by redesigning internal structures and increasing the use of composite materials
- Cut four months from the two year schedule and \$300 million from the \$2.1 billion budget for the delivery of the first Aquarius IV launch vehicle through effective project management
- Successfully lobbied congress to maintain full funding for heavy lift vehicle development and production when the President failed to include funding in his budget proposal

PROFESSIONAL EXPERIENCE

Department of Defense, Washington, DC **2009 to Present**
Lift Vehicle Industry Liaison

Act as a liaison between the Defense Department and the Heavy Lift Vehicle industry, and engage with congress to influence adequate funding for needed programs.

- Strong accomplishment 1 (written in the same form as the selected accomplishments above)
- Strong accomplishment 2
- Strong accomplishment 3

Top Secret Industries **1992 to 2009**
Director, Lift Vehicle Design, Space City, TX **2005 to 2009**

Directed all aspects of the medium and heavy lift vehicle design program including new materials research, vehicle engineering and final launch system design.

- Strong accomplishment 1
- Strong accomplishment 2
- Strong accomplishment 3

Your Primary Resume

Below the Thumb

Continue chronological history, dropping accomplishments bullets on older positions, and all but the title and date for very old positions. Consider dropping positions that are older than 20 years

Document all education that is relevant to the position. Consider eliminating graduation dates if they are older than 20 years

Include all memberships and certifications that are relevant to the position

Do not include hobbies, volunteer work or charity activities unless they are related to the position.

Dona D. Espai, PhD, CPSSM

(555) 555-5555

Manager, Heavy Lift Vehicle Design, Saturn, AL

1999 to 2005

Managed a team of senior level scientists and engineers that lead the design of all heavy lift vehicles placed in service during the period.

- Strong accomplishment 1
- Strong accomplishment 2
- Strong accomplishment 3

Specialist, Experimental Lift Vehicle Design, Saturn, AL

1995 to 1999

Again, one sentence describing the job duties.

- Strong accomplishment 1
- Strong accomplishment 2
- Strong accomplishment 3

Guidance and Telemetry Specialist, Trent, WI

1992 to 1995

Again, one sentence describing the job duties.

- Strong accomplishment 1
- Strong accomplishment 2
- Strong accomplishment 3

EDUCATION AND CONTINUING PERSONAL DEVELOPMENT

Bachelor of Science, Rocket Engineering, University of Trent, 1989
Master of Science, Rocket and Space Engineering, Saturn Institute of Technology, 1990
Doctor of Philosophy, Rocket and Space Engineering, Saturn Institute of Technology, 1991
Johnson School of Business, Executive Leadership Program, 2001

PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS

American Institute of Rocket Scientists
Institute for Space Systems Management
Certified Professional in Space Systems Management (CPSSM)
Certified Lift Vehicle Control Instructor (CLVCI)

Resume Bottom Line

- Your resume is an extension of your stories and achievements development
- You need one resume to get past the software and the first human glance
- You need another to wow the recruiter and hiring manager
- Both must wow all people that see it above the thumb and you must assume that they will only read it above the thumb
- A resume is a marketing tool; don't give them full product details until you get to the interview
- If your resume works, keep using it. If it doesn't, change it.