



LATEST UPDATES

People Strategy | Aparna Sharma | Senior HR Professional & Certified Corporate Director | Editor's C



Search...

Search

**The People Management**  
Shaping young HR leaders

Opinion/Tips

## How Resumes attract HR? | Aparna Sharma | Senior HR Professional & Certified Corporate Director | Editor's Collection

Resume writing is both a Science & much more an Art. Infact, these days, it has become a business, where professionals help you write out Resumes in different formats based on your seniority & type of role you are keen on.

Howsoever sincere you may be in preparing a CV & a comprehensive covering letter, what happens to it once you've applied for a job/role, is anybody's guess.

As an Applicant, you would like to believe that when you send your Resume to an employer, someone (usually HR) at the receiving end reads the entire document, word for word.



In reality, your covering letter & resume may not be seen & most likely, will never be read in its entirety. The real thought process crossing the recipient's mind is more of reasons for elimination from further consideration while screening.

In today's job market, employers are overwhelmed with the number of applicants they get for each job, most of whom are not remotely qualified.

In the simple point-and-click world of online applications, many people apply to hundreds of jobs whether they are qualified or not, in the hopes that they might get lucky.

We all know that successful applications are not a random match—luck has less to do with being selected than carefully choosing job opportunities and clearly matching the job requirements.

An employer's only hope of finding the qualified candidates in the hundreds of resumes is to reject as many as possible, as quickly as they can. If they don't see the connection between background and experience and the job requirements immediately, they move on.

If your resume uses good grammar & has no spelling mistakes, the recruiter will park it in the "Maybe" stack. This step usually separates the "maybe" candidates into two groups — those who are rejected and those who will move forward, likely invited to interview for the job.

Here are a few tips to make your resume stand out –

1. Make sure your resume portrays "I'm a fit!" in that initial scan.
2. Customize your resume for each opportunity.
3. Your relevant work history must be clearly highlighted.
4. Appropriate skills, experience and certifications must jump out (bold face font).
5. Use appropriate terminology from the employer's job description, not your own.
6. Be brief. Write concise (easily digested in a quick scan) phrases, *not* long sentences or paragraphs.
7. Resume should not be very long.
8. Be very very careful with spelling and grammar. Typos can end opportunities very quickly!  
Carefully proofread your resume, and, if possible, have someone else proofread it, too.

Understanding the typical process on the employer's end when reviewing resumes can help you be more strategic in crafting your resume so that it has the best possible chance of being selected.

### **The Bottom Line**

Always consider the process from the employer's point of view! What do *they* want?



LEADERSHIP AND HR || APARNA SHARMA | SENIOR HR PROFESSIONAL & CERTIFIED CORPORATE DIRECTOR | EDITOR'S COLLECTION

BEST PRACTICES IN REWARDS & RECOGNITION | APARNA SHARMA | SENIOR HR PROFESSIONAL & CERTIFIED CORPORATE DIRECTOR | EDITOR'S COLLECTION



## Leave a Reply

Your email address will not be published. Required fields are marked \*

Comment

Name \*

Email \*

Website

Save my name, email, and website in this browser for the next time I comment.

**Post Comment**

## Recent Posts

“Workplace!! Post-Lockdown 2.0 – Near and Distant Affect / Effect” | Arun Prasad Keshri | VP Employee Relations | HR Compliance | Speaker | Mentor | Visiting Faculty

Best Practices in Rewards & Recognition | Aparna Sharma | Senior HR Professional & Certified Corporate Director | Editor's Collection

How Resumes attract HR? | Aparna Sharma | Senior HR Professional & Certified Corporate Director | Editor's Collection

Leadership and HR | | Aparna Sharma | Senior HR Professional & Certified Corporate Director | Editor's Collection

Best Ways to Manage a Multicultural Team | Aparna Sharma | Senior HR Professional & Certified Corporate Director | Editor's Collection

## Categories

CSR

Events

Feature Articles

Health and Wellness

Highlights

HR & Higher Education

HR Best Practices

HR Conclave 2020

HR News

HR Speaks

---

HR Technology

---

Leadership

---

Opinion/Tips

---

Recruitments

Designed by Uday N Jha | Contact for more details.