

ASK THE CAREER ENGINEER!

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Q: I have a 3 page resume which I feel really shows my work history and all my accomplishments. A friend, who happens to be a supervisor, reviewed it for me. He told me it's too long and that no one will spend that much time reading my book as he called it. He mentioned that I must cut it down to (1) page or stay unemployed for a long time. Should my resume be only 1 page? I have been looking for a job now for about six months. What should I do? Paula, L. (Virginia)

A: Dear Paula, your friend may have a point; however, he could have expressed it in a more gentle fashion. In most cases a resume should not exceed 2 pages. However, let me first clarify the purpose of a resume.

1. Everyone repeat after me, a resume does not get you a job; its only purpose is to get you an interview.
2. If you are submitting your resume and are receiving calls from employers for interviews, then your resume is effective. Of course, the opposite is also true, if you are not getting any calls you may want to revisit your primary marketing tool aka "resume".
3. Style and visuals are your personal preference as long as your resume is providing enough "meat" and limited "fluff" showcasing what you can do for an organization.

From my experience, most HR professionals have stated that they spend about 30 seconds on an initial resume screening to determine if your resume will go into the "call back" or "send the letter" pile. You may want to find a format that will allow your "filet mignon" to reside on the top half of your resume followed by your "ground beef" portions positioned near the end.

If you have a question for "The Career Engineer" send an email to francina@thecareerengineers.com. Author of the book, ***A Mind to Work: The Life and Career Planning Guide for People Who Want Need to Work!*** For more information on Harrison & Associates, call 757-420-1109 or visit our website at www.thecareerengineers.com.