

WHAT EMPLOYERS SAY ABOUT

RÉSUMÉS

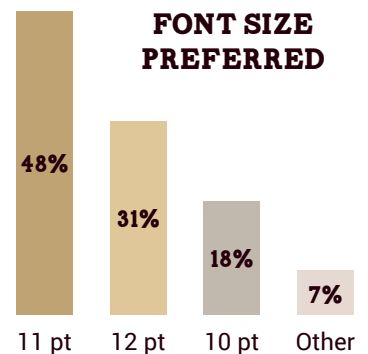
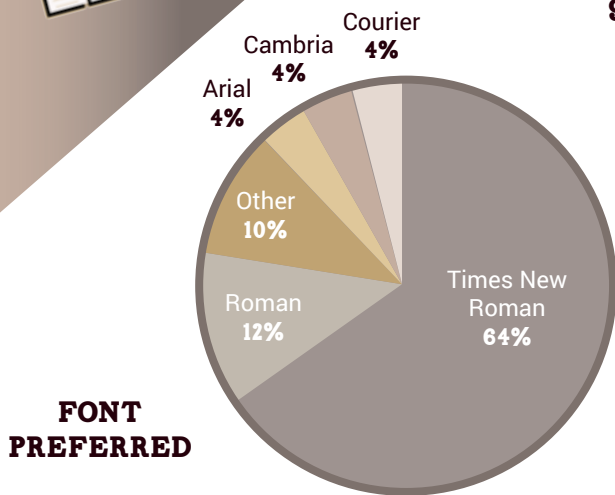
Employers hire our students, so we went right to the source. In January 2015, The Career Center surveyed employers at Engineering Day and Seminole Futures for feedback about résumés.

- 93 employer responses
- 59% were HR managers and recruiters; the other respondents were project managers/industry professionals

DESIGN AND LAYOUT



98% of employers said the layout and format of a résumé is **important**.



FORMAT

THE MOST IMPORTANT THING TO PRESENT ON A RÉSUMÉ

1. Quantifiable information
2. Concrete examples
3. Skills learned/results
4. Words from a job description

Fit everything on one page with little white space **50%**

Take off some related experiences so it fits on one page **29%**

A two-page résumé that highlights all experiences **21%**

SUGGESTIONS FOR STUDENTS WITH MANY JOB-RELEVANT EXPERIENCES ON THEIR RÉSUMÉS

PREFERRED ORGANIZATIONAL FORMAT

Chronological **61%**
 Combination of chronological and functional **34%**
 Functional **3%**
 Other **1%**



71% of employers prefer to see dates written out: **September 2013 – April 2014.**

SKILLS AND CONTENT

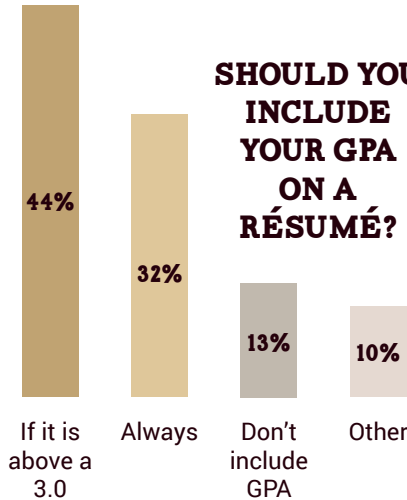
Employers agree that career objectives are not usually helpful
UNLESS CONCRETE SKILLS ARE INDICATED.

WHAT SHOULD YOUR EXPERIENCES HIGHLIGHT?

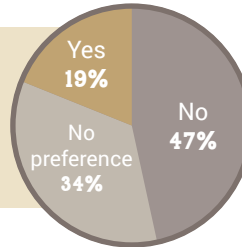
1. Basic language skills
2. Soft skills (communication, interpersonal skills, leadership)
3. Basic computer skills



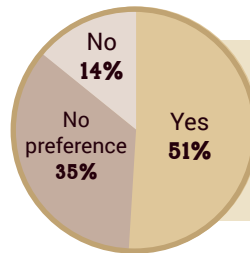
SHOULD YOU INCLUDE YOUR GPA ON A RÉSUMÉ?



SHOULD YOU INCLUDE UNRELATED EXPERIENCES?



SHOULD YOU INCLUDE ADDITIONAL CERTIFICATIONS?



URLS TO INCLUDE

1. LinkedIn
2. Portfolio
3. Personal website
4. Blog
5. Social media

REVIEW AND DELIVERY

A majority of employers spend
15 TO 30 SECONDS REVIEWING A RÉSUMÉ.

TOP 5 REASONS FOR RÉSUMÉ REJECTION

1. Misspelled words
2. Unorganized format
3. Lack of identifiable skills
4. No detailed description of positions
5. GPA less than employer requirement

EMPLOYER ADVICE

Keep in mind the **S4 METHOD: SIMPLE, SMART, SPECIFIC, SKILLFUL.**

SIMPLE "Less is always more... Easy to read... Use consistent formatting... Use bullets that can be scanned."

SMART "Sell yourself by showing what you learned... Provide high-level overview."

SPECIFIC "Quantify your accomplishments... Do not make it wordy; get to the point... Clear, transparent information... Show specific learned traits from accomplishments."

SKILLFUL "Focus on transferable skills."

Employers advise students to visit **THE CAREER CENTER** for résumé critiques and feedback. Visit **CAREER.FSU.EDU** or call **850-644-6431**.



The
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