

RESUME TIPS

Keep in mind that the primary objective of your resume is to display your qualifications for the position that you are applying. The most important thing that you can do is to make it simple and straightforward so that the employer can quickly and easily see where and how your qualifications are a match.

Employers are very busy and simply do not have the time to read over dozens or even hundreds of resumes word for word. Busy employers learn to scan their eyes over resumes for similar job duties and responsibilities, similar competitive employers and similar job titles and achievements to match those needed for their company. Wordy resumes may cause the employer to scan read quickly and miss out on key points buried in paragraphs. Wordy resumes also indicate that you may not be able to get your point across in a simple manner.

Use a professional and legible font.

Arial, Calibri and Times New Roman are the most popular fonts used in professional resumes. Stay away from any that are too funky or modern looking – where the reader becomes more focused on trying to read the words than they are on absorbing the content.

Include Technical Qualifications.

The majority of positions at Labtech are of a technical nature and require your clear depiction of qualifications pertinent to the job for which you are applying. For example, specific experience in techniques and instrumentation should always be listed. If you have an abundance of credentials, accomplishments or publications, you may want to make a supplemental page for these items that could be handed over to the employer during an interview.

Create a supplemental page to send to your recruiter that has a comprehensive list of "key words" about your position, expertise or knowledge.

In this age of high technology, most recruiters are using some kind of resume scanning software that has the ability to conduct key word searches. If they do not, they probably have some kind of manual system of organizing resumes by industry, geography, position capability or knowledge. The purpose of this key word search page is to supplement your resume which may not necessarily encompass these words within the resume. The recruiter is able to scan your resume and the "key word" page into their database software and conduct word searches. Why not draw their attention to your resume much easier through the development of a very comprehensive list of words.

Another idea would be to use this "key word" listing as a tool to design your resume so that the most significant "key words" are within the body of the resume.

Put a lot of thought into this list of "key words". The more comprehensive and complete detailing of your list, the better chance of you being discovered among thousands of resumes.

What about pictures?

The only time that should be included is if you are applying for a modeling job or a position that you will appear onscreen in.

What about offering personal information?

Do not offer information such as race, marital status, religion, non-professional organizations, number of children or dependents – generally anything which could be considered discriminatory to the potential employer. These are also areas that are considered legally "off limits" for questioning by an employer during your interview.

Below is a sample resume format that may help you to get started. Additionally, we are here to help coach you through this process, so please don't hesitate to contact us for this purpose.

NAME
ADDRESS
PHONE/EMAIL

SUMMARY

USE THIS AREA TO “INTRODUCE YOURSELF” – INCLUDE A BRIEF SUMMARY OF YOUR CAREER HISTORY AS WELL AS AN INDICATION AS TO YOUR CAREER GOALS GOING FORWARD. Research and Development Senior Manager with proven success in new product & process development, cross-functional team management, technology development, quality management, and manufacturing operations for consumer products. Significant experience gained at Company ABC, one of America's largest privately owned food processing companies. Expertise directing all phases of development, from concept through commercialization. An effective leader with excellent collaboration skills utilized to solve problems and manage diverse professional teams. Patent-holder for multiple food-related technology innovations. Validated competencies and demonstrated results include:

- ◆ Innovation Management
- ◆ Project Management
- ◆ Commercializing New Technology
- ◆ **THESE BULLETS SHOULD BE YOUR PERSONAL TRAITS – ALL THE THINGS THAT YOU'RE GOOD AT IN A QUICK & EASY READ**
- ◆ Building Effective Teams
- ◆ Change Management
- ◆ Business Leadership

PROFESSIONAL EXPERIENCE

COMPANY “ABC”

Overland Park, KS

Multinational manufacturer/marketer of consumer products. (A brief description of the company's business.)

1990 to present

Position Title

THIS AREA SHOULD DESCRIBE THE JOB THAT YOU WERE HIRED TO DO – WHAT WERE YOUR RESPONSIBILITIES? PUT THEM HERE. Directed multi-site Product Development, Process Development, Nutrition Science, and Culinary Science departments for foodservice and retail business.

- ◆ **USE THESE BULLET POINTS TO LIST SPECIFIC ACCOMPLISHMENTS WHILE IN THIS ROLE – MAKE THEM PERSONAL (WHAT DID YOU PERSONALLY DO IN EACH SITUATION), USE DATA/MEASUREMENTS WHERE YOU HAVE THEM AND USE LOTS OF ACTION WORDS LIKE: “DROVE” SALES, “LED” PROJECTS, “COACHED & MENTORED” SUBORDINATES, “DEVELOPED” PRODUCTS, “DIRECTED”, ETC. MAKE SURE THE READER KNOWS WHAT YOUR CONTRIBUTION WAS!**

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- ◆ **Generated \$500 million incremental sales** by successfully extending company brand into frozen meals segment. Developed products, processes, and quality systems for 3 co-manufacturers to deliver 40+ items. Doubled the size of the retail business in 3 years.
- ◆ **Extended and defended the core company brand business**, unlocking remaining potential in mature product lines by managing development of strategic new products and processes.
 - Launched “New Brand A” a full flavor/aroma all-natural product, achieved without a seasoning pouch. Awarded “Best New Product” by Canadian Council of Grocery Distributors.
 - Launched “New Brand B,” a complete line of pouched, ready-to-eat, microwavable products. Championed effort to build \$1M pilot plant. Five new SKU’s were launched into the US market.
- ◆ **Key member of team of senior managers to align project and portfolio management processes** to support Company growth. Designed comprehensive world-class stage-gate project management best practices, yielding immediate acceleration of products to marketability.
- ◆ **Directed product development and supply teams that introduced organic frozen single serve entrees.** To enable Company to enter organic food market, developed product, process, packaging, manufacturing systems and quality systems. Launched ten new items into a test market in 2001.
- ◆ **Relocated R&D team from Boston to Kansas City** for integration into Company corporate structure. Developed and implemented plan to create and staff Nutrition Science and Culinary Science departments, and to construct R&D office and development labs.

COMPANY “DEF”

1982 to 1990

Kansas City, MO

Manufacturer/marketer of

Position Title (1988-1990)

Managed QA and R&D activities.....

- ◆ Managed development and implementation of ISO 9000 certification for quality systems. Distinguished as first U.S. processing plant to be ISO 9000 certified.
- ◆ Planned, staffed and implemented quality systems for U.S. launch.....
- ◆ Directed cross-functional team to utilize.....

Position Title (1982-1988)

Managed team of... etc.

- ◆ Planned and demonstrated viability of supply model....
- ◆ Designed, purchased, installed and operated \$1 million processing line....

EDUCATION

Bachelor of Science, Food Science/Chemistry
Kansas State University
Manhattan, KS

RECOGNITION and AWARDS

- ◆ **List as applicable to your professional qualifications...**