

WHAT EMPLOYERS SAY ABOUT RÉSUMÉS

Employers are the ones with hiring power, so how about going right to the source? It seems that everyone has something different to say about résumés. In January 2017, The Career Center surveyed employers at Seminole Futures and Engineering Day career fairs to get their feedback about resumes.

113 employers completed the survey

DESIGN AND LAYOUT

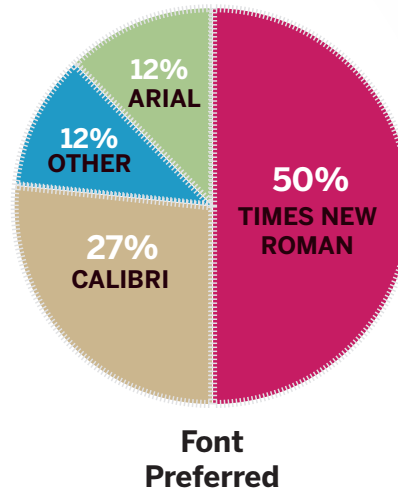
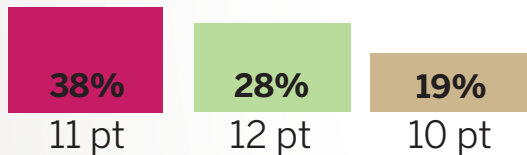


How important are the format and layout of résumés?



AA

Font Size Preferred

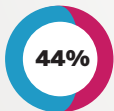


Most important element on a résumés in terms of design?

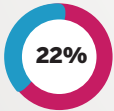
SIMPLICITY

FORMAT

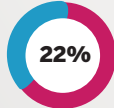
What would you suggest for students who have many job-relevant experiences on their résumé?



Fit everything on one page with little white space.



A two page résumé that highlights all experiences.



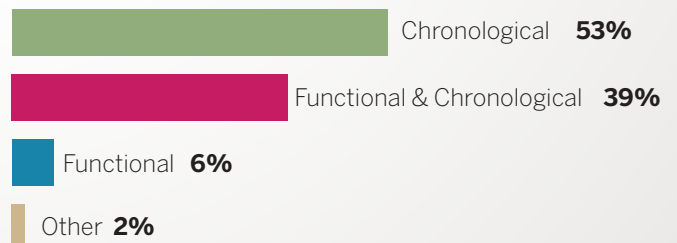
Take off some related experiences so it fits on one page

The Most Important Thing on a Résumé

1. Words from a job description
2. Skills Learned
3. Concrete examples
4. Quantifiable
5. Information/Results



Preferred Organizational Format



75% of employers prefer to see dates written out: **September 2017 - April 2018.**

SKILLS AND CONTENT

Employers agree that career objectives are not usually helpful.

UNLESS CONCRETE SKILLS ARE INDICATED.



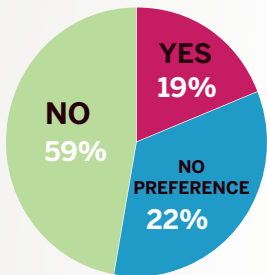
URLS TO INCLUDE

LinkedIn

PORTFOLIO

Personal Website

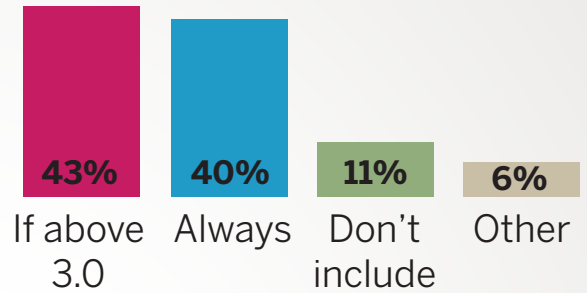
Social Media



SHOULD YOU INCLUDE UNRELATED EXPERIENCES?



SHOULD YOU INCLUDE GPA ON A RÉSUMÉ?

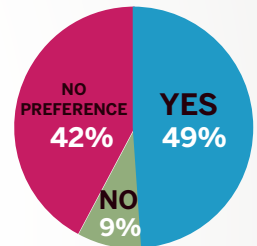


WHAT SHOULD YOUR EXPERIENCES HIGHLIGHT?

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



SHOULD YOU INCLUDE ADDITIONAL CERTIFICATIONS?



71% of employers say it is helpful to include a Summary/Profile of Qualifications.

REVIEW AND DELIVERY

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

REASONS FOR RÉSUMÉ REJECTION

1. Misspelled words
2. Unorganized format
3. Lack of identifiable skills
4. Dates are missing
5. No detailed description of positions

Keep in mind
S4 Method: **Simple, Smart, Specific, Skillful.**

SIMPLE "Less is always more"
SMART "Sell yourself by showing what you learned"
SPECIFIC "Quantify your accomplishments"
SKILLFUL "Focus on transferable skills"

A majority of employers prefer receiving résumés by email or website application.

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



The
Career Center
linking futures