

Radford University January 2007

RU SHRM

So many applicants, so many resume mistakes By Kathy Gurchiek

Twenty percent of workers may be changing jobs this year, according to a recent CareerBuilder.com survey, but 27 percent of HR managers receive an average of more than 50 resumes for each open position, and mistakes and omissions in those resumes often trip up candidates, the online job site reports.

The report comes as CareerBuilder.com launches its new resume-writing service.

Thirty-three percent of HR managers said more than half the resumes they receive through online sources have formatting errors.

Other errors that make it easy to toss resumes are:

- Spelling errors, according to 63 percent of respondents.
- Resumes not customized to the position (30 percent).
- Lies (23 percent).
- Inclusion of too many insignificant details on job responsibilities (21 percent).
- Resumes running longer than two pages (21 percent).

The findings reflect some of the bulletin board postings in 2006 found on a Society for Human Resource Management web site for members. Among other gripes HR professionals aired about mistakes candidates make on their resumes:

“I got one with a picture of the [employee] posing like Donald Trump. Guy even had his glasses in his mouth as if he were in a state of thought. He should have thought against this.”

Another received a faxed resume with no name, address or phone number, just a cover sheet with a name and the position the person was interested in.

Then there are inappropriate e-mail addresses that make it hard to take the applicant seriously; fonts that are too small or fancy to read; paragraphs instead of bulleted points; nonexistent or ambiguous dates for jobs held; a number for a phone that is disconnected; a cover letter addressed to someone at a different company; and out-of-state applicants applying for low-level positions.

“How are they going to get here for an interview?” the member pointed out on the bulletin board.

The feeling of desperation also emits a strong odor.

“I have had people apply to five or six jobs. It makes them look desperate. Also, how can they be qualified for so many diverse positions?”

With so many resumes coming in, those weeding through them don't spend a lot of time poring over them.

“Employers often spend less than one minute reviewing a candidate's resume,” the CareerBuilder.com vice president of consumer marketing, Richard Castellini, said in a press release.

So, what works?

[Other findings from CareerBuilder.com's Resume 2007 survey](#) conducted in the United States between Nov. 17 and Dec. 11, 2006:

- 77 percent who review resumes look for relevant experience.
- 48 percent frequently consider a candidate's ability to demonstrate specific accomplishments.
- 41 percent consider whether the resume is customized to the open position.

“When I am looking at resumes for executives or technical employees,” one SHRM member wrote in a posting, “I really appreciate just a couple of words telling me what each company did” where the applicant worked.

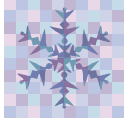
“That way I can tell what industry experience they have without my having to do the legwork on the Internet.”

Kathy Gurchiek is associate editor for HR News. She can be reached at kgurchiek@shrm.org.

“When I am looking at resumes for executives or technical employees,” one SHRM member wrote in a posting, “I really appreciate just a couple of words telling me what each company did” where the applicant worked.

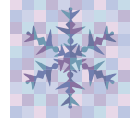
“That way I can tell what industry experience they have without my having to do the legwork on the Internet.”

Kathy Gurchiek is associate editor for HR News. She can be reached at kgurchiek@shrm.org.



WELCOME BACK!!

Hopefully everyone had a safe and eventful break. Now its back to the real world!



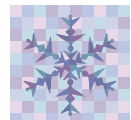
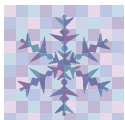
UPCOMING EVENTS & REMINDERS:

- **Tuesday, January 30, 2007**-Second years will draw times for orals in the lobby of Washington from 12:30pm-1:00pm.
- **Tuesday, February 6, 2007**- Stressing out about internships? Second years are giving advice! 12:30pm-1:30pm, Washington Lobby.
- **Tuesday, February 13, 2007**- We'll talk about what to expect at IOOB. Some people might practice their presentations. 12:30pm-1:30pm-Washington Lobby.

Be a good friend, give blood!
Radford University Bloodmobile
January 30 & 31, 2007-Heth Ballroom
10AM-4PM
Questions: 639-2140

EVENTS IN THE MAKING

- Plans for a company tour are in the making.
- An excel training with two alumni working at DCI consulting in DC who will also talk about travel tips- expected in March.
- Coy Renick (a head hunter) will come talk to us about the job hunt.
- A social with Roanoke College (bowling at the Bonnie) on either the 3rd or the 10th of February from 11-1.



Group picture from the I/O Holiday Party held at Claire's apartment before winter break.



From left to right– Beth, Leanne, Devin, Chris, Lisa, Chrissy, Claire, Nick, George, J.J., Jeff, and Phil.