



SPECIALIZING IN SKILLED TRADES RECRUITMENT

B & M Resume Tips

Be concise: Put relevant information into points for easy reading. As a rule of thumb, resumes reflecting five years or less of experience should fit on one page. More extensive experience can justify a second page. Consider three pages (about fifteen years or more of experience) an absolute limit.

Be organized: Prioritize the content of your resume. Put your most recent work experience first. Include accurate dates and numbers when appropriate.

Be precise: Tailor your resume to each job. If a position demands diesel engine experience, your resume must be tailored to your experience.

Be aware of aesthetics: Use an easy-to-read font, do not clutter the page with bold, italics or underlines. Check for spelling, grammar and formatting mistakes. Include page numbers.

Be straightforward: Indicate which job you are applying for and how your skill set will meet the employers needs.

Be marketable: Concentrate on what you can do for the employer, not what they can do for you.

Be honest: If you don't tell the truth, they will find out. There is nothing that ends your job quest faster than being caught lying or exaggerating!

Be aware of who you are sending it to: Do not use "Dear Sir or Madam" when the hiring manager's name is on the company website. Do not send one generic resume to several employers in the same email. Take the time to tailor each resume and send it addressed to the hiring manager.

Be specific: Be as clear as possible, especially when describing previous work duties and achievements. (Do not use: executed daily operations; conducted various odd jobs; or, etcetera). If you are a tradesman, indicate how many hours you have in your trade.

Be available: Include your name, address, email, phone number and the best way to contact you.

Be comprehensive: Include any volunteer or extracurricular activities that relate to the job. Send copies of tickets, certificates and diplomas when appropriate.

Be prepared: Have three professional references ready to give to the hiring manager. Ensure that these individuals know about this new job and to expect a phone call. Do not put 'references available upon request' on your resume; the hiring manager already knows they can request references if necessary.