# CONFESSIONS OF A HEADHUNTER

#### **GRAPHICS**

The resume should be a list of accomplishments in a well-written, concise format. Smiley face bullet points are a no-no.



## **FLUFF**

Lindsay Olson, defines "fluff" as the adjectives everyone uses to describe themselves. "Words like detail-oriented, hard-working, multi-tasker are invisible to me. Content is most important.

#### MISSPELLINGS & GRAMMATICAL ERRORS

Sara Sutton Fell said the first resumes that will be out of consideration will be resumes with any misspellings or grammatical errors.



### THE LENGTH OF A SHORT NOVEL

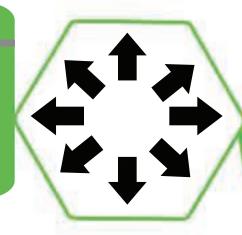
Two pages tops, no more, ever, says Bell. If you have 300+ resumes to read will you enjoy 7 pages resume?



**REASONS THAT** WILL MAKE THEM **THROW YOUR RESUME IN THE** TRASH



They don't pertain to the job description. Especially those that show a conflicting mission or seem completely unrelated to the job, said Sutton Fell.



#### **OBJECTIVES SECTION**

Objective statements are not important. The objective is obvious, to get the job you're applying for. Objective statements tend to waste precious space on the resume.



Any applications that are submitted without following instructions and/or with information missing that was specifically requested will be passed over.



#### **COVER LETTERS**

Duffy says cover letters are a complete waste of time. "If it's important, put it in your resume. I have 300+ resumes to review, and I don't need to read that extra piece of paper or email."



Help the recruiter by providing sound bytes about your strengths and quantifiable accomplishments that would compel someone to want to interview you.



#### **ACHIEVEMENTS AREN'T HIGHLIGHTED**

"I have a list of things I look for on a resume, but if there's one that's most important, it's achievements," said Linda M. Duffy



