

ResumeCritiques.com

The Resume House, LLC
Steven M. Burt
Certified Professional Resume Writer

Resume Critique Prepared for John Doe

Hi John,

I've reviewed your resume and have some suggestions, ideas, and thoughts I think will help make your resume more effective.

A note before I begin: Please don't take anything I might say about your resume personally. I figure you're paying me good money to tell you what's wrong with your resume and how to make it better, not to give you a big pat on the back and tell you everything is fine. That would be no help at all to you. Just remember that I'm critiquing words on a piece of paper, not you or your skills, abilities, and talents. It's my job to tell you how to turn those words into a document that showcases your skills, abilities, and talents so that you can land the position you want. Also keep in mind that resume writing is not an exact science. The comments, suggestions, and guidance I offer you here represent my personal philosophy on how a resume should be prepared based on my 26 years of experience helping people find jobs. That doesn't mean my approach is the only correct way to prepare a resume but only that this approach and philosophy has worked for my clients in the past.

With that said, let's go:

PART 1: THE RESUME CRITIQUE

FORMAT, CONTENT, FOCUS, AND PRESENTATION

- I think you have marketable experience and background but your document needs attention in the areas of content, format, focus, structure, and presentation in order to present that experience effectively. I'd also like to see more emphasis on quantified accomplishments. I'll address all of those issues in this critique. Note that my comments in this critique are focused on creating a "hard copy" document that you will print out on paper. If you have other uses for your document (on-line posting, etc.) you may have to modify the format and presentation to fit those purposes.
- As we discussed, this critique is focused on designing a resume suitable for supply chain / logistic analyst positions. The key, as you will see, is to keep that focus prominent in your document. When including anything in your resume, always think in terms of, "how can I present this piece of information so that it relates either directly or indirectly to supply chain and logistic analyst positions. Once you've done that and have completed this version of your resume, use the same thought process for your manufacturing resume by focusing your background and experience towards that type of work.
- The following hidden information is present in your document file. If there's anything there that you wouldn't want a prospective employer to be able to see, or if you want to make sure none of this

kind of information creeps into your document as you continue to work on the file, you can “scrub” this information from your finished document using Doc Scrubber, a free utility you can download at:

<http://www.javacoolsoftware.com/dsdownload.html>

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DOC SCRUBBER v1.1

Analysis Performed at 8:00:05 AM on 10/1/2009

Title:

Author: John Doe

Company: Advanced Computer Systems

Keywords:

Subject:

Comments: Original document - Sam Wilson'

Template Used: Normal.dotm

Application: Microsoft Office Word

Created: 6/6/2009 4:29:00 PM

Last Saved: 9/28/2009 3:28:00 PM

Last Edited By: Sam Wilson

Last Printed: 6/18/2009 12:59:00 AM

Page Count: 2

Word Count: 1215

Character Count: 6926

Revision Count: 34

Total Editing Time (minutes): 196

Unique Identifier (GUID): Not Found.

Recent Hyperlinks List: Not Found.

Revision Log: None Found.

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- Your document is a little tough to read with the font size you've chosen. I recommend reworking your formatting to accommodate a larger font size (preferably Arial, Tahoma, or Verdana), and filling up both pages of your document.
- Visually, your resume looks a little ordinary. You want your document to be conservative in appearance but making some judicious use of varying font sizes, tabs, bold face, etc. can bring your document alive and make it more inviting to read. I'll show you examples throughout this critique to give you an idea what I'm talking about.
- In your work experience section, you've listed everything with bullets. I prefer to start off each position entry with very short paragraph (1 or 2 sentences) describing the company, followed by a paragraph describing responsibilities, and ending with a bulleted list of quantified accomplishments. Quantified accomplishments are very important in a resume and they need to be showcased. In your current set-up, your accomplishments don't stand out at all. I'll talk more about this later in the critique.
- I would remove the entry for your H-1B Visa status. My colleague who is knowledgeable in this sort of thing tells me that once you have H-1B status it's a simple matter to transfer it to a different employer. The process is not at all like securing the initial status.
- A resume is a formal document so I recommend justifying your right margin.
- I'll give you some formatting and layout ideas as I go through this critique.

FONT CHOICE

- You've chosen Arial-10 for your body text. Arial is the font I prefer to use for the resumes I write because I feel it presents less of a problem for the applicant tracking systems used by some companies. Tahoma and Verdana are also good choices. As I mentioned earlier, you might try adjusting your format so you can increase your font size to 11-point to improve readability.

GRAMMAR, MECHANICS, AND STRUCTURE

The following are some representative examples of problem issues in your document with respect to grammar, sentence structure, wording, punctuation, and capitalization.

- Try to avoid abbreviations (e.g., states, countries, months of the year, and any acronyms that potential readers of your document may not know such as BOM ECN, NPI, DFM). Also, spell out all instances of "MS".
- All of the statements describing the duties and responsibilities for your current position should be written in the present tense. Only your accomplishments in this position should be in the past tense.
- All of the statements for your previous positions should be written in the past tense.
- Your document has a number of mistakes with capitalization so look it over carefully. Remember the only words that should be capitalized are the first words in a sentence, proper names, titles, and acronyms. For example, the following should be lower case:

1. Summary:

- Everything except the first word of the sentence and CPIM.

2. Advanced Computer Systems:

- Bullet 9 - Scheduling

3. School of Industrial Engineering:

- Bullet 1 - Engineering Design

4. Crompton Williams:

- Bullet 1 - Characterization, Hardness

- Your document has some problems in the areas of wording, grammar, spelling, punctuation, and sentence structure. For example:

1. Objective:

- Sentence 2 - This sentence is very awkward and should be rewritten to include a verb. Breaking it up into 2 or more sentences may help as well.

2. Summary:

- Sentence 2 - there's an extra space between "Management," and "verbal".

3. Advanced Computer Systems:

- "L L C." should be "LLC." (no spaces) in the company name.

- Bullet 1 - there's an extra space between "issues" and "and".
- Bullet 2 - "Takt time" should be "Takt Time".
- Bullet 4 - I would replace "Sustain" with "Promote".
- Bullet 5 - extra space between "(NPI) and "adhering".
- Bullet 6 - "requirement" should be "requirements".
- Bullet 7 - "of" should be replaced with "for".

4. School of Industrial Engineering:

- Bullet 1 - This statement should be rewritten to the past tense.
- Bullet 1 - "Auto CAD" should be "AutoCAD".

5. Apex Printing:

- Bullet 1 - Replace "in" with "the".
- Bullet 1 - Remove the space in "Make-To- Order).
- Bullet 2 - Capitalize "kaizen".
- Bullet 3 - Add a space after "ABC".
- Bullet 9 - Begin the sentence with, "Acknowledged customers' technical issues..."

6. Crompton Williams:

- Bullet 2 - Rewrite to: "Analyzed data and recommended process changes that resulted in a 30% increase in transformer productivity."
- Bullet 4 - Capitalize "manufacturing" and "six sigma".

7. Supply Chain Optimization Project:

- Bullet 1 - This statement should be rewritten into the past tense.

8. Certification and Professional Affiliations:

- Note that "Certification" is misspelled in your heading.

9. Software Skill:

- "Auto CAD" should be "AutoCAD".

TOP HEADING

- On the top of the next page I've given you an idea for a possible heading layout you might consider. It's a little more modern in design than what you have now and adds some visual interest to your page.

[Note that your resume template begins with the next page so when you're ready to rework your resume just delete everything before it and everything after it as well as the notes and comments I've included within the template.]

PART 2: THE RESUME TEMPLATE

John Doe

1287 Charles Avenue • Monte, Washington 98987 • 222-333-4567 • John.Doe@gmail.com

NOTE: I've presented the rest of my comments on a section-by-section basis in the order these sections should appear on your resume.

- Instead of the Objective and Summary statements you have now at the beginning of your resume, consider the following presentation:

SUPPLY CHAIN / LOGISTIC ANALYST

Master of Science in Industrial Engineering and Management with a specialization in supply chain management. Candidate for CPIM certification. Over 3-1/2 years of manufacturing experience with a proven record of accomplishment in project control and management. Strong analytical abilities combined with excellent interpersonal and communication skills that allow me to work effectively with other people at all levels.

That may not be exactly what you'd want to say but it gives you an idea of what I'm talking about. Remember to keep the focus on supply chain and logistic analyst details where you can.

PROFESSIONAL EXPERIENCE

- Here's a format you might think about using. It gives you a good way to showcase your accomplishments.

|-----[Begin example]-----|

MANUFACTURING ENGINEER / PLANNER
Advanced Computer Systems, LLC

June 2008 to present
Bristol, Washington

Include a brief statement here that identifies the company/organization and what they do. This will help give prospective employers a frame of reference for your responsibilities, accomplishments, and contributions. For example: A \$25 billion technology company providing logistics software solutions. Ranked #2 in its market with 20 offices in 4 continents and 3,000 employees.

Write a short paragraph describing your position, its responsibilities, the number of people supervised, budget responsibilities, etc. Focus on those specific aspects of this position that relate to the position(s) you will be targeting.

Accomplishments include:

- List your accomplishment #1 here.
- List your accomplishment #2 here.
- List your accomplishment #3 here.
- Etc.

|-----[End example]-----|

- Work experience has 2 components: 1) duties, and 2) accomplishments. Of the 2 components, the accomplishments are, by far, the most important. These are the aspects of your background that will make you stand out from your competition. By accomplishments, I mean anything you've done for your employers that has:
 1. **Gone "above and beyond" the call of duty:** Have you delivered superior performance on a special project or had sustained performance over a period of time?
 2. **Improved customer service or satisfaction:** What have you done to improve the way outsiders perceive the company and its products and services?
 3. **Saved the company money:** Have you developed ways to trim production costs or perform certain tasks more efficiently?
 4. **Made the company money:** What specific projects or work efforts have you completed that directly increased the bottom line?
 5. **Improved operations and made things run more smoothly:** Have you changed office operations, improved employee moral and retention, or increased productivity?

You can also list and describe major projects (either in-house or external client work) in addition to or in lieu of an accomplishments listing by setting them up something like, "Led a team of (size of team) on a \$xxx,xxx project for (client name if an external assignment) to (modify or implement or whatever the purpose of the project was).

Typically, you'd want to include specific quantitative information with your accomplishments and/or projects if you can (dollar value of projects, increased revenues resulting from your efforts, etc.) For example:

- "Implemented marketing strategies resulting in a 20% increase in annual revenues."
- "Successfully lead a team of 5 programmers on a \$100,000 software development project."

You already have some pretty good accomplishments. If you rework the ones you already have as I've described and add any others you can think of, I think you will strengthen your presentation. Remember to focus on any supply chain / logistics involvement you've had in your projects.

EDUCATION & PROFESSIONAL DEVELOPMENT

- Present your information like this:

Texas State University - Dallas, Texas

Master of Science in Industrial Engineering and Management, Date

Specialization: Supply Chain Management and Enterprise Modeling/Facility Management

Supply Chain Optimization Project: Include your supply chain project here. It would be good if you can expand your description of this project with more detail. Omit your other projects for this version of your resume and omit all 3 projects for your manufacturing resume.

University of Florida - Gainesville, Florida

Bachelor of Science in Production Engineering, May 2004

Continuing Education:

Include any additional training you've pursued on your own or offered by your employer(s) that's related to the types of positions you're targeting.

CERTIFICATIONS & PROFESSIONAL AFFILIATIONS

- Include your certifications and memberships here.
-

TECHNICAL SKILLS

- Include your relevant technical and computer skills here.
-

PERSONAL BACKGROUND

- This is an optional section. You can use it to give some additional information such as date of your availability to begin work, willingness to travel, willingness to relocate, and foreign language abilities. If you run out of space on your resume, this is the first section you should consider dropping.

PART 3: THE COVER LETTER CRITIQUE

- Try to match the look of your cover letter with that of your resume. Use the same font family (the font size can be different if necessary). Use the same heading at the top of your cover letter that you use on the top of your resume. Do the same with your reference list if you have one. Basically, make your documents look like a coordinated set.
- Don't use "To Whom it May Concern:" or "Dear Sir or Madam:" for your salutation. If at all possible, try to find out the name of the person to whom you are writing. If that's not possible, omit the salutation all together or simply say, "Good morning," for your salutation line.
- Demonstrate in your cover letter that you have experience related to the specific position for which you're applying and that you have delivered some value (accomplishments) to your employers. There's no need to go into detail since, presumably, you've detailed this information in your resume. The goal of the cover letter is to get prospective employers interested so they'll continue on to your resume.
- I've included a skeleton outline of a cover letter on the next page that you can use to build your own targeted cover letter.

John Doe

1287 Charles Avenue • Monte, Washington 98987 • 222-333-4567 • John.Doe@gmail.com

Date

Name

Title

Street Address

City, State Zip

Dear _____:

OPENING PARAGRAPH VERSION #1 (FOR MAILINGS WHERE YOU DON'T KNOW IF A POSITION IS AVAILABLE):

I am interested in employment opportunities with **COMPANY** in the area of supply line management and have enclosed my resume for your consideration.

OPENING PARAGRAPH VERSION #2 (FOR ADVERTISED POSITIONS):

I am enclosing my resume for your consideration in response to your advertisement in **PUBLICATION** for a **POSITION TITLE**.

As shown in my resume, [finish this sentence and write a few more sentences briefly describing your background as it relates to the position you are targeting].

I believe this background and experience would allow me to make a positive contribution to **COMPANY** and I would appreciate the opportunity to discuss my qualifications with you in person. I can arrange to meet with you at your convenience and would be happy to provide you with any additional information you may need.

Thank you for your consideration. I am looking forward to talking with you about how I could put my background and experience to work for **COMPANY**.

Yours truly,

John Doe

I hope you'll find these comments useful in reworking your resume, John.

If you need additional assistance with the final formatting and polishing of your document, just send your reworked document back to me. I'll take a look and I'll tell you what the fee would be and whether I'd be able to take on the assignment.

You shouldn't need additional assistance with your documents but if the rewrite seems like too much of a task for you to do yourself, I'd be happy to quote you my fee to rewrite it for you. If I'm unable to take on your project myself, I'll try to find another certified writer who can help you.

If you're planning on posting your resume to job boards, I've arranged with ResumeDirector.com to give my clients a 10% discount on their resume posting service (over 75 career sites including Monster, HotJobs, CareerBuilder, etc.) Go to ResumeDirector.com and use Promotional Code _____ when ordering to get your discount.

Thanks,
Steve

Steven M. Burt
Certified Professional Resume Writer
The Resume House, LLC
<http://www.resumecritiques.com/>