

## Questions Employers May be Asking Themselves

Having an appreciation for how a potential employer may see your resume can only help you create a stronger one. While you're working on your resume stop and consider these questions. Remember, some of these things you can control and some you cannot. Focus on the ones you can.

- Did the applicant tailor his/her resume for this position, or does the applicant seem to be sending out the same resume to everyone?
- Is the applicant's education right for the position? If a degree is required, does the applicant have one?
- Does the applicant have sufficient background experience to qualify for the position?
- Has the applicant bounced from school to school or from job to job?
- Does the applicant's resume cover all of the job requirements mentioned in the job announcement?
- Has the applicant included any items on his/her resume that demonstrate that the applicant is a self starter and shows future promise?
- Is there anything that the applicant has left out?
- Has the applicant proven through past experience and education his/her ability to do this job?
- Has the applicant been inconsistent in the format of his/her resume? Are there omitted dates, descriptions, references, etc., for some positions but not for others?
- Has the applicant emphasized abilities that don't really apply to the job? (Example: applicant stresses management skills when position requires engineering skills)?
- Does the applicant have gaps in his/her job history that are unexplained?

- Throughout his/her work experience, has the applicant continued to update his/her education and work experience with additional classes, workshops or conferences?
- Has the applicant been involved in community, school or volunteer activities? (Important for employees entering the job market for the first time or those who have been out of the job market for awhile).
- Is the applicant's resume neat and complete?
- Is the resume believable or does the applicant appear to be padding his/her accomplishments?