



Is my resume a dud?

It really depends on whether you're giving the hiring manager what she's looking for or not. See, every job opening has a job description. A job description is a document that lists all the requirements that the hiring manager wants—the specific skills and experience needed to do the work.

So, here's what happens. You find a job opening and you apply for it. Your resume is then downloaded into the employer's computer and run through their Applicant Tracking Software or ATS.

The ATS actually reads your resume. It looks for each of the job requirements. If the ATS spots the important requirements in your resume, it will flag your resume and send it off to the hiring manager for a closer look. If the manager likes what she sees, you'll get a phone call and probably a job interview. But, if the ATS doesn't spot the requirements in your resume, it will ignore your resume.

So, to answer your question, if you're not getting any phone calls, that's a sign that your resume is being ignored because it doesn't have the right stuff. It's a dud.

How to fix it. Make sure you list the job requirements in your resume and job application. If you don't, the ATS will weed you out.

To find the job requirements, read some help-wanted ads for your occupation. Look for a statement like, "The ideal candidate will be able to..." That's where the hiring managers list the important requirements for that job.

You should also offer examples from projects you've worked on to show that you can perform those requirements. Then turn those examples into accomplishments by adding some facts and figures. Perhaps something like, "Managed appointment calendar in a three dentist office serving over 200 patients monthly." Facts and figures are powerful and hiring managers are drawn to them.

Finally, send out plenty of resumes. Job hunting is a numbers game. The more resumes you send out, the more interviews you'll get, and the more job offers you can expect. If you apply to twenty-five companies a week, you'll get a lot more interviews than if you only apply to five.

To sum it up: Apply for the jobs you're qualified to do. Give the hiring managers what they're looking for. And send out a lot of resumes. You'll improve your chances of getting found by the ATS. You'll also boost your chances of meeting a hiring manager who's been looking for someone just like you.