

Examrace

Gaining Head-Hunter's Attention, Three Simple Rules, Using Correct Format

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Three Simple Rules

- Using correct format.
- Including plenty of quantifiable accomplishments.
- Liberal use of keywords.

Using Correct Format

- Chronological Resume format.
- Recruiters generally do not like to figure out the complexities of a functional resume.
- A functional resume gives an impression to recruiters as if the candidate is attempting to hide something.
- It is quite easy for the recruiters to figure out job seekers as an undesirable candidate.

Use of quantifiable accomplishments

- Essential towards helping the recruiter.
- Since recruiters earn their fee by providing better candidates than their competition, ones resume should have "ACCOMPLISHMENTS."
- Quantifiable accomplishments are more convincing being connected to:
 - Bottom-line results
 - Revenue earned
 - Money saved
 - Market share increased
 - Costs cut or time saved

Liberal use of keywords

- Important only in the short term.
- Leads to future opportunity.
- Many a times a recruiter is tasked to fill 10 to 100 specific positions.
- Categorization of positions is done using qualifications identified by keywords.

- The recruiters scan for those keywords while going through the resume.
- Best ways to ensure ones resume is filled with keywords:
 - Job postings of target positions.
 - Identifying keywords of qualifications.
 - Finding the most commonly used keywords in 12 or more target postings.
 - Using such keywords words as the language of ones resume.
 - For future purpose recruiters keeps the copies of the resumes in candidate-tracking databases to sort later using keywords.
- Proper etiquette should be followed while contacting recruiters and head-hunters.
 - The most effective initial contact is through email.
- Recruiters spend 80 % of their time in proactively calling up prospective candidates and employers.
- If a recruiter is impressed by the candidate's resume the candidate will be called.
- The candidate shouldn't call up the recruiter again and again regarding the status of the resume.
- Resumes send in both the Word attachment as well as in ASCII (plain text) format allows the recruiter to access the information in quickly and contact the candidate sooner.
- Properly formatting the resume is an important and the first step towards influencing the recruiters as they have the power to introduce a candidate to the next level of recruitment.

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