Resume guidance-

Box #1-

- According to ChatGPT, the average time spent initially reviewing a resume for the first time by an Executive Recruiter, Talent Acquisition Professional or Hiring Manager is less than 30 seconds!

- Obviously, it's important that your resume makes as much of an impact as possible in that brief window

- So lengthy 'Professional Summaries' and 'Objectives' are distracting and 99 times out of 100 go unread. Be Brief!

Box #2

- So, in the simplest of terms, you want to accomplish the following as succinctly and clearly as possible.

- Start by answering the first question any of the potential reviewers will ask themselves- *"What skill set does this candidate have?"* This is question #1 in their mind and can be answered in the space usually reserved for that long-winded 'Professional Summary'. Instead include a section of Technical Background, Software Skills, Specific Skills related to the Job, etc. can and should all be summarized here

Box #3

- The second, subsequent and equally important question is- *"Okay, now that I know what this candidate has, what have they done with those skills?"* This is where you'll want to incorporate those skills into the experience section of your resume.

- For example, *"Managed IT infrastructure initiatives including migration to O365 and file migrations to OneDrive, integration with Company's IT environments"* or *"Leading a team of more than 200 sourcing professional responsible for sourcing more than $20.B in third party spend to operate the company, including technology & digital, facilities, transportation & warehousing, professional services, and packaging & supplies"*.

- If you keep those two primary questions in mind as you compose your resume, you're almost guaranteed to receive more positive feedback and responses to your submittals for a desired position!