

**HOW TO BE A**

**RESUME  
DETECTIVE**



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A resume is often a hiring manager's first exposure to a candidate. Within every resume there are clues that show whether a candidate is worth the investment of time and resources necessary to advance them to the interview stage of the hiring process.

The goal of this guide is to turn hiring managers into Resume Detectives, eagle-eyed recruiting gumshoes that can sniff out the perfect candidate from a simple 8.5" x 11" piece of paper.

Grab your magnifying glass, houndstooth hat and matching trench coat, and become a Resume Detective.

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# THE RED FLAGS

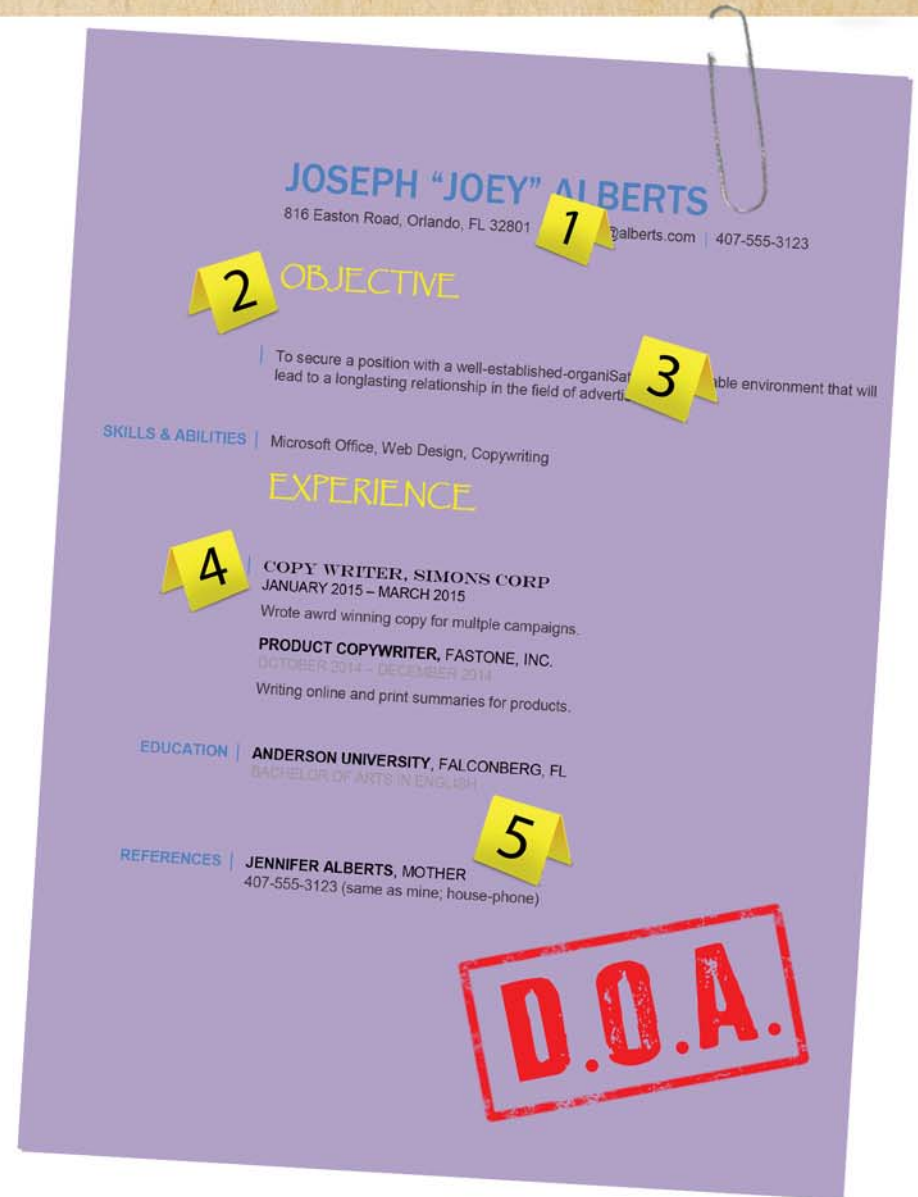
This first set of clues, The Red Flags, are the most obvious mistakes on a resume. You will see them instantly. On seeing a few red flags, you might as well chalk outline this resume, as it is D.O.A.

The Red Flags include:

- Typos
- Bad Grammar
- Poor Formatting
- Brightly Colored Paper
- "Fancy" Fonts
- Unexplained Gaps in Employment

Whether you are interviewing a potential CFO at a Fortune 500 Company, or a stock clerk at a grocery store, a candidate that has not spent the time to fix these glaring mistakes is not worth bringing in for an interview. With all the resume tools available online, including resume templates in even the most basic of word processing programs, there is no excuse for a poorly formatted resume.

Another Red Flag to look out for is unexplained gaps in employment. A resume may try to disguise gaps by listing dates of employment by years and neglecting to add the months. Some gaps may have valid explanations, like continuing education, but be sure to ask about these gaps before inviting the applicant in for an interview.



# JOB HOPPING



Clarissa Miller

## Experience

OCT 2014 - FEB 2015 | OAKLEY & WILLIAMS | JR. ACCOUNTANT  
JULY 2014 - OCT 2014 | THE HARPER GROUP | JR. ACCOUNTANT  
JAN 2014 - JULY 2014 | MCDANIEL & ASSOCIATES | ACCOUNTING CLERK  
AUG 2013 - DEC 2013 | DAVIS ACCOUNTING, LLC | BOOKKEEPER  
JUN 2013 - AUG 2013 | FLETCHER & FOXWOOD | BOOKKEEPER  
FEB 2013 - JUN 2013 | SPRUCE ACCOUNTING | ACCOUNTING ASSISTANT  
AUG 2012 - FEB 2013 | LAKE ACCOUNTING CPA | OFFICE MANAGER  
MAY 2012 - AUG 2012 | JOHNSON & CAMBY, LLC | ADMIN ASSISTANT  
APR 2012 - MAY 2012 | BRUNSON CPA GROUP LLC | INTERN

Job Hopping, the act of changing jobs and careers frequently, has changed in perception over the years. Gone are the days of employees staying at a single company for 20+ years. According to the Bureau of Labor Statistics, U.S. workers stayed in one job an average of 4.6 years in 2014. Millennials in particular are not looking to stay with one job for the entirety of their career, and will switch jobs to acquire more skills, diversify their resumes and, of course, acquire better salaries.

Switching jobs every few years, especially in the beginning stages of a candidate's career, is not a cause for concern. Switching jobs every few months, however, is. Also, be wary of the candidate who may have spent less than a year at each company they have *ever* worked for. The longer that list of companies on their resume, the more glaring that short time period at each becomes.

The time and money invested in recruiting, interviewing and onboarding a new employee is significant. Look for candidates who have a history of putting in at least a few years of employment with each company they have worked for, making your investment more likely to pay off.



# ACCOMPLISHMENTS

When reviewing the previous experience listed on a candidate's resume, take a careful look at the descriptions listed below each position. Is the candidate focusing more on duties performed, or are they highlighting their accomplishments?

A list of duties performed shows what a candidate was responsible for at a previous job. This can be useful knowledge, but a more polished candidate will go into detail about what they were able to accomplish for their employer.

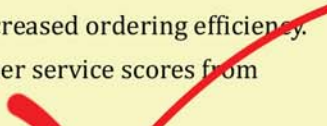
Accomplishments of note include:

- Increasing profits
- Saving the company money
- Staying under budget
- Projects managed
- Increasing efficiency
- Honors/Awards received in that position

A candidate's accomplishments gives the hiring manager a better sense of a candidate's drive and abilities, and a possible look at what this candidate will be able to accomplish for their company.

## Experience

### STORE MANAGER

- Implemented new sales strategy and increased annual sales by 20%.
  - Took store from 11th ranked in the market to 1<sup>st</sup>.
  - Reorganized store inventory procedure and increased ordering efficiency.
  - Prioritized customer service and raised customer service scores from 42% to 86%.
- 

## Experience

### STORE MANAGER

- Schedule and lead weekly store meetings.
  - Reordered inventory when it dropped below certain levels.
  - Monitored sales floor regularly.
  - Responded to customer comments and complaints.
- 



# IT'S A MATCH

## WANTED

### Legal Assistant with:

- ☒ 3 - 5 years Accounting Experience
- ☒ Bachelor's Degree in Accounting/Finance
- ☒ Proficient in MS Office

#### WORK HISTORY

THE LAW OFFICES OF ANTHONY P. WHEELER

June 2012 – May 2015

NELSON & MASON

March 2006 – May 2012



#### EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTING 2007

Gary State University, Lewiston, PA



#### THOMAS STEVENSON

##### SUMMARY

Experienced and client-focused professional with expertise in all aspects of litigation. Dependable team-player with excellent legal writing and technical writing skills.

##### SKILLS

Excellent oral and written skills.  
Experienced in MS Office, including Excel, PowerPoint and Word  
Technical Research

##### WORK HISTORY

THE LAW OFFICES OF ANTHONY P. WHEELER

June 2012 – May 2015

NELSON & MASON

March 2006 – May 2012

##### EDUCATION

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Gary State University, Lewiston, PA

##### SKILLS

Excellent oral and written skills.  
Experienced in MS Office, including Excel, PowerPoint and Word  
Technical Research



Just as a forensic analyst will try to find a match for fingerprints found at the scene of a crime, a hiring manager needs to match keywords from the resume to the job description written for this position. The more keywords matched, the better chance that you have a quality candidate.

When searching for these keywords, be sure to match keyword equivalents. For example, you may be looking for someone with "supervisor" experience, and the resume lists "team leader" or "manager". In this instance, that person would be a match.

You will also need to match the resume to any hiring requirements necessary for your position, like a certain level of education, certifications or years of experience. If there is no wiggle room in these requirements, and the resume fails to hit these benchmarks, then this candidate is not a fit.



# OVERQUALIFIED CANDIDATES

Upon deciphering resumes, you may come across one that seems too good to be true. This person surpasses all the required education, certifications, experience and skills. What you have encountered is an overqualified candidate.


There are many benefits to hiring an overqualified candidate. These candidates will not require as much training, they will bring an added level of value to the workplace which can rub off on their peers, and they are prime candidates for in-house promotions. If they are willing to meet the salary for that position, than you are getting more bang for your buck.

Hiring an overqualified candidate does come with some risks, however. Many hiring managers refrain from hiring them because they may jump ship the minute a job more suited to their level of expertise becomes available. There is also the danger that they may become bored with the work.

DONOVAN P. WILKENS		
3423 Forest Hills Drive • Jacksonville, FL 32204 • 904.555.3088 • d.wilkens@wilkens.com		
Top performing sales professional with over 25 years of experience. Expertise in advancing successful business and employee development campaigns, leveraging key strengths, and maintaining client relationships. Has consistently surpassed sales goals in highly competitive markets. Energetic and goal-oriented with an unbridled passion for sales-strategy.		
EXPERIENCE		
<b>National Sales Manager</b> <i>BizMark, Inc. – New York, NY</i> <ul style="list-style-type: none"><li>Increased sales from \$15 million to \$100 million.</li><li>Doubled sales per representative from \$5 million to \$10 million.</li><li>Suggested new products that increased earnings by 33%.</li></ul>	2008 - 2015	
<b>District Sales Manager</b> <i>Flagston Sam Mitchell – New York, NY</i> <ul style="list-style-type: none"><li>Increased regional sales from \$25 million to \$350 million.</li><li>Managed 300 sales representatives in 15 states.</li><li>Implemented training course for new recruits — speeding profitability.</li></ul>	2004 - 2008	
<b>Senior Sales Representative</b> <i>Wennington Media Services – Chicago, IL</i> <ul style="list-style-type: none"><li>Expanded sales team from 50 to 100 representatives.</li><li>Tripled division revenues for each sales associate.</li><li>Expanded sales to include mass market accounts.</li></ul>	1999 - 2004	
<b>Sales Representative</b> <i>Workman, Inc. – Indianapolis, IN</i> <ul style="list-style-type: none"><li>Expanded territorial sales by 400%.</li><li>Received company's highest sales award four years in a row.</li><li>Developed Excellence in Sales training course.</li></ul>	1993 - 1999	
EDUCATION		
<b>South Eastern University</b> <ul style="list-style-type: none"><li>Master of Business Administration</li></ul>	1991 - 1993	
<b>Lexington State University</b> <ul style="list-style-type: none"><li>Bachelor of Science in Business Administration</li></ul>	1988 - 1991	
SKILLS		
Competitive Product Positioning Customer Retention Solutions Selling	Team Mentoring Cost Control Market Research	Key Account Management Account Development Revenue Increase


# MURKY CAREER PATH

## EXPERIENCE



Regional Director of Sales – Wesley Media Services  
Sales Manager – Crosstown Digital Interactive  
Sr. Account Executive – Winston Pharmaceutical  
Account Executive – Homerun Vacations and Resorts  
Sales Assistant – Homerun Vacations and Resorts

## EXPERIENCE



Chauffeur – Classy Limo Service  
Legal Secretary – The Ward Law Group  
Meter Reader – Swanson County Utilities  
Staff Accountant – Johnson & Camby, LLC  
Travel Agent – Lexington Travel

Another area to investigate on a resume is the career path or goal of the candidate. If the experience shows someone who has job hopped not only through multiple companies, but also multiple industries, you may be looking at a candidate who is unsure of where or what they want to be.

A good resume will show a structured career path that you can follow from job to job. As discussed in the section on Job Hopping, switching jobs or careers a few times is not a cause for concern. Many candidates will have positions in a few different industries.

Take a look at the job titles, as well as the accomplishments/details of each job. The positions might be in different industries, but if the job titles are similar, this may not be a case of a murky career path.



# DEBRIEFING

Finding the perfect employee for an open position can be a time-consuming process. Thankfully, resumes are full of clues to show you if a candidate is worth bringing in for an interview. After reviewing this guide, and becoming a Resume Detective, you will be able to sniff out these clues. If you have questions regarding anything on a resume, arrange a phone interview with the candidate and do some additional investigating.

## About Hiregy - Connecting Exceptional People

Hiregy specializes in connecting exceptional employers and job candidates. Businesses rely on our ability to make the right connections to help their companies thrive. Job seekers appreciate that we focus on their long-term career priorities. Both groups know that we take pride in providing innovative staffing solutions and outstanding service. We're proud to provide exceptional staffing solutions to corporations, small businesses, and job seekers in Central Florida and across the United States. Learn more about how Hiregy's strategic approach to staffing can help you achieve your goals.

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