

### It all starts with the resume...

Getting your resume noticed is the name of the game. If it doesn't catch the hiring manager's eye quickly, it may never get considered and you won't get the job.

#### Here are a few things to consider:

- Most resumes are reviewed in 20-30 seconds- **you have a very limited time to present yourself in the best possible light**
- Managers receive dozens of resumes for any particular job- **make it easy for them to see your strengths**
- Brevity is important- **while it's fine to post long and detailed resumes on job boards, hiring managers don't have the time to review long documents- your resume should be no more than 4 pages long and speak directly to the opportunity at hand**

At DIVERSANT, we specialize in placing talented IT professionals in rewarding positions. Our experienced staff of technical recruiters recommends you use the following format for an effective resume:

#### Contact information

- email address(s)
- daytime and night time contact number

**Time to market is crucial. If we cannot get in touch with you, an opportunity may be lost**

#### Summary

- A short and concise summary of your accomplishments (3-4 sentences)

#### Technical Skills

- A list of technologies used.
- Application version numbers should be provided when applicable (Oracle 9i, 10g).
- Indicate number of years experience (4-6 years) or size of work done (3,500 facilities and over 2,000 users)
- Many searches are done by keywords. It's important to use the most common spelling of specific keywords. (for example use "C#" not "C sharp" and use "C++" not "C plus plus")

### Professional Experience

- Employer's company name and location (City and State)
- Duration of work (mm/yyyy – mm/yyyy)
- Short (1 sentence) description of company unless very well-known
- Project name and 2-3 sentence description. Then add 4-6 bullet points highlighting your role, function, and accomplishments

#### Here is where you have the opportunity to sell yourself:

- If a problem existed, point it out; describe what you did personally to remedy that problem, what resulted from it, and how it benefited the company
- Use active words like “transformed” or “improved” and “implemented” or “developed and not passive words such as “was involved in” or “experienced in”
- List the specific technical skills used in that particular project

### Education

- Name the specific school attended, it's location (City and State) and the degree awarded

### Certifications

- List any that have been achieved, especially those pertinent to the specific job for which you are sending the resume

After writing your resume, try a role-reversal exercise- read your resume as if you were a recruiter or hiring manager that sees scores if not hundreds of other resumes. Ask yourself “Does this resume stand out?” “Would I want to hire this person for this job?” Remember, if your resume doesn't stand out, you won't get an interview. Let alone the job.

We hope you found these resume-writing tips helpful. If you have any comments or questions, please contact us at [rfi@diversant.com](mailto:rfi@diversant.com)



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