

JOB WON! Worksheet

An excerpt from Phil Blair's Book

HR's Perspective of a Résumé

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OBJECTIVE: CEO/PRESIDENT/EXECUTIVE DIRECTOR/PROGRAM MANAGEMENT

Executive Summary:

10+ years in executive management successfully controlled the P/L up to 13 billion USD; teamed up with collaborative incorporation who accurately successfully delivered the specification & requirement services for the international commercial and governmental sectors; et more...

Professional Performance:

Executive Director

MacrotimeProjex San Francisco, CA 2005-Present

Provided records of successful delivery of the collaborative projects, whose face value's up to 60 million USD

Executive Director/Owner2

XYZ San Francisco, CA 2000-2007

Partnered with the Owner1 to achieve the profit and revenue increased in the average of 35% yearly

Achieved Excellent Education

Master of Science in Management in Project Management

Wyoming Technical University Meeteetse, WY 12/2005

Professional Development – Certified Awarded Certificate

University of California of Santa Cruz – Ext Santa Cruz, CA 2/2004

Bachelor of Science in Applied and Computational Mathematics

Fresno State University Fresno, CA 12/1999

WHAT'S WRONG WITH THIS RÉSUMÉ?

Let's start with the résumé writer's information. It barely covers the basics, providing only a city of residence and an email address. Would-be employers almost always want and require more. What if a résumé reviewer really liked this particular applicant? Emails sometimes get to their destination late, or not at all. A phone number would be the quickest, more direct way to contact a job applicant—if they provide a number. If this person is waiting at home for his phone to ring, he's still waiting.

What's the applicant's job objective? Answer: President, chief executive officer, executive director or something in "program management." President of what?

The executive summary is supposed to provide that answer. But it is written so cryptically and poorly that it is almost information-free. We don't know what P/L is, only that it reached up to \$13 billion in United States dollars. The résumé writer collaborated to deliver services to commercial and governmental sectors, but those services and their beneficiaries are not identified.

The actual writing and punctuation is terrible. Let's parse this phrase: "Teamed up with collaborative incorporation who accurately successfully delivered the specification and requirement services for the international commercial and governmental sectors; et more..."

"Teamed up with" and "collaborative" are redundant. "Accurately successfully" fails to accurately or successfully describe anything. Ending the summary with "et more..." is both grammatically incorrect and confusing. Why the ellipses? Is there more to come?

Even some of the spacing is wrong, the result of sloppy typing or copy editing.

The citations of past work experience and education are almost as bad as the executive summary. There is no clear indication of what the résumé writer did or does in these jobs. "Achieved Excellent Education" is clunky and, given the rest of the résumé, perhaps an exaggeration. I've read this résumé several times (way more than any real employer would) and I still have no idea what this job seeker wants or why he thinks he's qualified. I do know he has a "Certified Awarded Certificate," whatever that is.