

# CareerGrowth Group



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## Dear Successful Career Professionals

Last night I participated on a resume panel at FAPC. The other panelists included an HR staffing director at a Fortune 100 consumer products firm, and an outplacement manager from an international bank. Let me provide you with some tips that were discussed by the panelists.

A resume submitted to a corporate HR department must be sent electronically with an accompanying cover letter. A candidate may submit only one resume each year, so if there are three similar job openings you wish to apply for write a cover letter indicating why you qualify for each position. As a rule, assume a corporate staffing person will read incoming resumes the same day that they arrive, so if there is a position listed on a corporate website, apply ASAP. The requests for interviews may be on a FIFO (first in, first out) method.

The resume of a candidate seeking a new position in a corporate setting should conform to the current standards that are popular today. The resume should be done on plain white paper with a font size of 10 or 11. For your name, use a standard font size of 12 and use a traditional font such as Times New Roman or Arial. A resume for a successful career professional who has worked for less than 10 years should be done on ONE page and be easy to read. If you have more than 10 years of experience and are on a fast, accelerated, successful career track, you can extend it to two pages in length.

**When writing your resume, use action verbs in the major bullet points to describe your accomplishments.** Use action verbs such as: led, launched, developed, negotiated, initiated, etc. Be sure to quantify and use numbers (the language of business) to emphasize the sales volume of your current employer's deals settled, sales developed, and cost savings. Be sure to proofread your resume a number of times and then ask someone that you trust to take a look at it.

**Remember to maintain a copy of your resume that is consistently updated every six months.** You could develop different resumes for different positions that could become available to you from your employer, with emphasis on different aspects of your accomplishments. If there is a position that you want to try to get an interview for that is a level above your current position, always take that chance and apply.

Need help with developing or formulating your resume to make you shine in the best possible light? You may wish to contact a Career Coach to help you through the process. Feel free to call me at any time.

Best Regards,

*Beverly R. Daniel*

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**About Beverly R. Daniel:** Beverly Daniel is a career counselor / coach, who helps career professionals move successfully from one level of their careers to another. This can include assessments and evaluations about career choices, strategic planning for career moves, navigating in corporate structures, or moving from corporate to self-employment, or entrepreneurship. She works with lawyers, banking executives, marketing professionals, among others in all functions and industries. Beverly has been in the executive search and career-counseling field for 29 years. She holds a BS and MS in Psychological Counseling from Boston University. She holds an MBA in Management from New York University. Beverly studied for a Ph.D. in Clinical Psychology at Case Western Reserve University.