



The 10 Most Common Mistakes Professionals Make When Looking for Work

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About the Speaker

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Overview

- **Recruiters (both HR and external agents) receive tens if not *hundreds* of resumes a day.**
- **Do everything you can to make it easy for them to help you get the job.**
- **The mistakes are presented in order of chronology, not severity—some are more “deadly” than others!**

1. Not Following Submission Directions

- **Make a good first impression—
follow the submission directions!**
- **Formatted Resume or Plain Text?**
- **What do you do when the ad says,
“No calls”?**

2. Not Building Professional Relationships

- **Get to know people, build your professional network, meet your recruiter.**
- **You want someone who will sing your praises to the next person in the hiring process...**
- **...especially if you are not an exact match or have an odd situation.**
- **Plus, when a great job comes in, who do you think we're going to call first?**

3. Bad Manners

- **It's poor form to mail your resume to 45 recruiters in one email...**
- **...especially when you display them all in the To: field!**
- **Keep a log of where your resume has been sent.**
- **Don't insult the recruiter.
(I'm not kidding—it happens!)**

4. Having a Negative Internet Presence

- ***News flash:*** Companies search the Internet to find information about you!
- **Be aware that everything you have ever posted online can come back to hurt you later.**
- **For example:**
 - Messages posts on Twitter, Facebook, etc.**
 - Racy photos of you during Spring Break, etc.**

5. Not Summarizing Skills vs. Requirements

- **Not all recruiters have the time to read your resume from top to bottom.**
- **Many just skim for keywords.**
- **They can't possibly understand what you do as well as you.**
- **Do you *really* want someone who is not a professional [in your field] deciding if you are qualified for a position?**

5. Not Summarizing Skills vs. Requirements (cont.)

- **Be proactive: send a summary of how your experience matches the job requirements.**
- **If you don't have one of the requirements, this is where you say, "I don't have XYZ, but I do have ABC..."**

5. Not Summarizing Skills vs. Requirements (cont.)

- **Suddenly, recruiters love you:**
 - They didn't have to search for the information.
 - You typed the summary for them.
 - You pointed out important information they may have missed.
 - All they had to do is verify the information and pass it on.

6. Misnaming Your Resume

- Remember, recruiters receive tens if not hundreds of resumes a day.
- Would *you* want to receive 100 resumes a day named "resume.doc"?
- Name your resume so it can be found easily: for example, "Joe Jones.doc"
- About your email address...

7. Errors in Your Resume

- **Your resume is the first sample of your writing skill and attention to detail.**
- **Hiring managers judge candidates based on their resumes...**
- **...and *will* disqualify you if they find errors in your resume.**
- **Make sure you have ZERO DEFECTS in your resume!**

8. Mis-evaluation of Importances

- **Highlight your strengths, minimize your weaknesses.**
- **Put the most applicable information, experience or skills near the top of your resume.**
- **Put less applicable experience near the bottom.**

9. Not Anticipating Questions

- **Recruiters will wonder about oddities in resumes, so be proactive and explain them.**
- **Examples:**
 - **Gaps in Your Work History**
 - **Your Citizenship or Work Visa Status**
 - **Moving from Contract to Perm**
 - **Need Relocation Assistance?**

10. Not Keeping Your Certification Current

- **Having current certifications doesn't guarantee you are a better than someone who doesn't...**
- **...but you will be disqualified if certification is one of the job requirements and you don't have it!**
- **Get and maintain your certifications.**

Summary

- **Follow submission directions.**
- **Build and maintain professional relationships.**
- **Use good manners.**
- **Name your electronic resume.**
- **Use a professional email address.**
- **Have a flawless resume—zero defects!**
- **Highlight your strengths, minimize your weaknesses.**
- **Keep your skills and certifications current.**
- **Include a summary of how your experience and skills match the job requirements.**



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