

WHAT HR PEOPLE LOOK FOR IN RESUMES

Pfizer

- No spelling, grammar, or punctuation errors—this will put you at the bottom of the stack faster than anything else
- Dates must be accurate
- Address the cover letter properly—follow directions as given!!
- Follow all directions for submission
- E-mail address must be professional
- No work experience—don't try to make things up—focus on strengths—if you took related classroom instruction describe what you learned
- References available upon request—make sure you have them when you go in to fill out application or go in for interview
- Make sure your reference sheet matches your resume in font size and type
- Have at least three and preferably more people read your resume before you submit it
- Skip the graphics and cutsie stuff (use plain bullets)
- Use a business-related font (Arial, Times New Roman) as they are easier to scan and read

Borgess Hospital

- Looks through 12,000+ resumes per year – not interested in personal info
- Likes dates with employment so they can check for gaps
- If there are gaps, please explain
- Looks at work history first
- Looks for skills that match position
- Don't apply for certified positions if you don't have the certification
- For entry-level positions other than food service and custodial, looks for hospital experience
- Volunteering is a good way to get this “hospital” experience
- Online application is just as important as the resume
- Words of advice: “Don't get discouraged if you don't get in to our hospital right away—keep trying, but only apply for the jobs you are qualified for.”

Bronson Hospital

- It's possible that they may receive 50 bids from within the hospital for a position so they pay close attention to proofreading, spelling, grammar, etc.
- Experience is very important; they look for consistency and a good match
- Qualifications are also very important; make sure they match the position
- They do phone interviews as a preliminary screen

BASIC

- Immediately throw away resumes or cover letters with spelling and/or grammar errors
- Looks at work experience and how long candidate has been at jobs
- Looks carefully at special skills
- Looks at courses of study
- Resume too long—throw out (not impressed with a three-page resume done in a 7 pt. font)
- Know what job applying for and target career objective to that job
- Biggest typo on resumes that she finds—“date entry” instead of “data entry” (spell check won’t find it--read and reread your resume and cover letter)
- Not that impressed with paper, more impressed with content

Park Village Pines

- Experience is important
- Demonstrated people skills (believe it or not if they see fast food experience where they actually wait on customers, it’s a good thing)
- Longevity in work history—try to stay somewhere for at least a year
- Always interested in reason why a person left a job
- Target qualifications if at all possible

Burr Oak Tool

- Most everything is electronic now, although some mail-in resumes are still received
- Student resumes should be no more than one page
- The objective is very important if there is an actual opening; make it match the position
- If there isn’t a specific opening, make the objective generic
- Highlight your skill sets (software you can operate, machines and tools you can use)
- Experience is very important. If you don’t have any, highlight your classroom experience as it relates to the position (might have to do this in cover letter or interview)
- Letters of recommendation from teachers are good if a student doesn’t have any experience
- Gaps in experience are a red flag for adults
- Likes to see students who are involved in high school activities
- Sometimes it’s nice to summarize work experience (so you can target it to position) and then list specific employers with dates