

PinPoint Solutions: Engineering Practice Area

What do Recruiters and Hiring Managers Look for in a Resume?

There are many formats and styles to resumes and candidates commonly ask what makes a good resume stand out. Surely many of you have heard the comment that people who review many resume's as part of their job spend 15 to 20 seconds per resume before they decide to move on or take a more thorough look. When I became a recruiter, I did not understand how you could review a resume and determine the quality of a candidate that quickly. The secret is that resume reviewers look for key considerations. So, if you have them, make them stand out! Here are some key areas to highlight on your resume:

Position titles and companies – relevant positions from recognized solid companies, make them stand out.

Duration in companies – Nobody wants a job hopper, especially for key positions. If candidates have a history of job hopping they will likely do it on their next job as well. A series of positions less than 3 years with each company can be a red flag.

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Multiple positions of increasing responsibility – Good candidates will have several positions of increasing responsibility over a period of time with the same company. *Great candidates* will have that at each company they have worked. Make sure your resume clearly shows this if applicable.

Participation in Leadership Development Programs (LDP) – The investment associated with sending a candidate through a company's LDP is significant. That experience attracts attention and should be prominently noted.

Education – Solid degrees from good schools are always a positive to a hiring manager.

Certifications – Certifications convey that the candidate has been trained and tested by the certifying agency in the noted area of expertise. Certifications from industry leaders is always the best.

“The most valuable of all talents is that of never using two words when one will do.”

—Thomas Jefferson

1 to 2 pages preferred - 3 pages Max – If you can't get your relevant experience on 3 pages, you probably won't be efficient in the work place either.

Misspelled words, poor grammar, inconsistent format – Enough said!

Show all relevant positions – I hear too often that, “a resume writer told me, only show the last 10 years' experience because some people discriminate on age”. My philosophy is to show all of your positions even if 30 years ago. A General Manager with a start as a journeyman machinist is many times considered higher value than one without since they have been in the trenches and understand the employee issues from their perspective.

For additional information please see contact information at the end of this newsletter or follow the links below:

Link to Engineering Practice area here:

<http://pin-pointsolutions.com/functional-practice-area-engineering/>

For information on Westport International Employee Value Proposition (EVP), please follow this link.

<http://westportintl.com/elevate-companies-capabilities-evp/>



Current Highlighted Searches



- Electrical Controls Engineer (PLC) - NC, TN
- Mechanical Design Engineer - NC
- Ventilation Design Engineer - TN
- Group Lead Design Engineer - TN
- Program Manager - GA
- Manufacturing Engineers - GA
- Engineers (3) - CT
- Process Engineer - SC
- Application Engineer - OH
- Cooling Engineer - TN
- Project Engineer - SC
- Design Engineers - TN, NC, CT
- Quality Engineer - NC
- Product Development Engineer - MD, TN
- Controls Engineer - SC
- Mfg. Engineering Manager - OH
- Product Application Engineer - MI
- Product Engineer - IN

*Please let me know if interested: Dan@pin-pointsolutions.com

Leadership: Dan O'Connor



Dan O' Connor
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Dan O'Connor is an Industry Professional with over 30 years of experience in Engineering, Engineering Management, Program Management and Business Development. He has supported both large and small companies from Multi-Billion-dollar OEM's to smaller privately held companies.

Dan's career has focused on new product development and production support for OEM's and tier I manufacturer's. This broad experience has moved him around the U.S. and exposed him to many companies and professionals which enabled development of a comprehensive national network. Dan leverages this network, along with his background and experience to provide Clients with the best possible fit in their staffing needs.

With his position serving on an advisory board to the state of South Carolina, Dan stays in touch with evolving trends in industry as he supports the growth of new and existing companies in the state.

