Your resume gets screened in just 6 seconds: an Amazon ex's tips for getting noticed

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FULL TEXT

Many times when we are looking for a new job we think that our CV is so well prepared that we don't know how it doesn't immediately catch the attention of all those responsible for human resources. Unfortunately, recruiters have the same amount of time as everyone else... and this means that our CVs and any other CVs are judged in a very, very short time.

Lindsay Mustain, a former Amazon recruiter, is the author of the book '7 Critical Resume Mistakes to Avoid', in which she reviews some concepts to get attention before the critical six seconds, the time it takes for an HR manager to receive the first impression of a CV and approve or discard it.

Therefore, it's critical for candidates to optimize their resume to make it clear and compelling to any recruiter. Mustain gives three tips for this:

1. Take care of the formatting.

The most important thing about any resume, and ahead of the content, is the format, according to Mustain. "If I can't find the information in those three to six seconds, then we have a problem," he said.

Mustain's advice is to think "minimalist." Keeping the resume layout simple, with no photos or gimmicks, so a recruiter can easily scan it and pick out the information they need.

2. Choose well what to include

Next, the content of your resume should highlight two key things: scope and impact, according to the author. Scope refers to the roles you've gained experience in, and impact highlights why they were important.

So her advice is to tell what roles or positions we've had and how they translated into results in a direct and quick way.

Generally, that scope and impact should also be summarized in a brief value proposition or executive summary at the top of the resume.

3. Use keywords that are quickly identifiable

Third, your resume should be "keyword optimized" for the type of language used by the company you're applying to, according to Mustain.

There are websites that allow you to compare the language used in your resume with the language used in the job description. But equally, you can use a company's website and social media to see how they refer to customers, clients, users, etc., and use that as a guide, Mustain said.

As a rule of thumb, Mustain says you should create a master resume based on job descriptions that you consider to be three dream jobs. Then modify it based on the specific requirements of each job you're applying for.

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