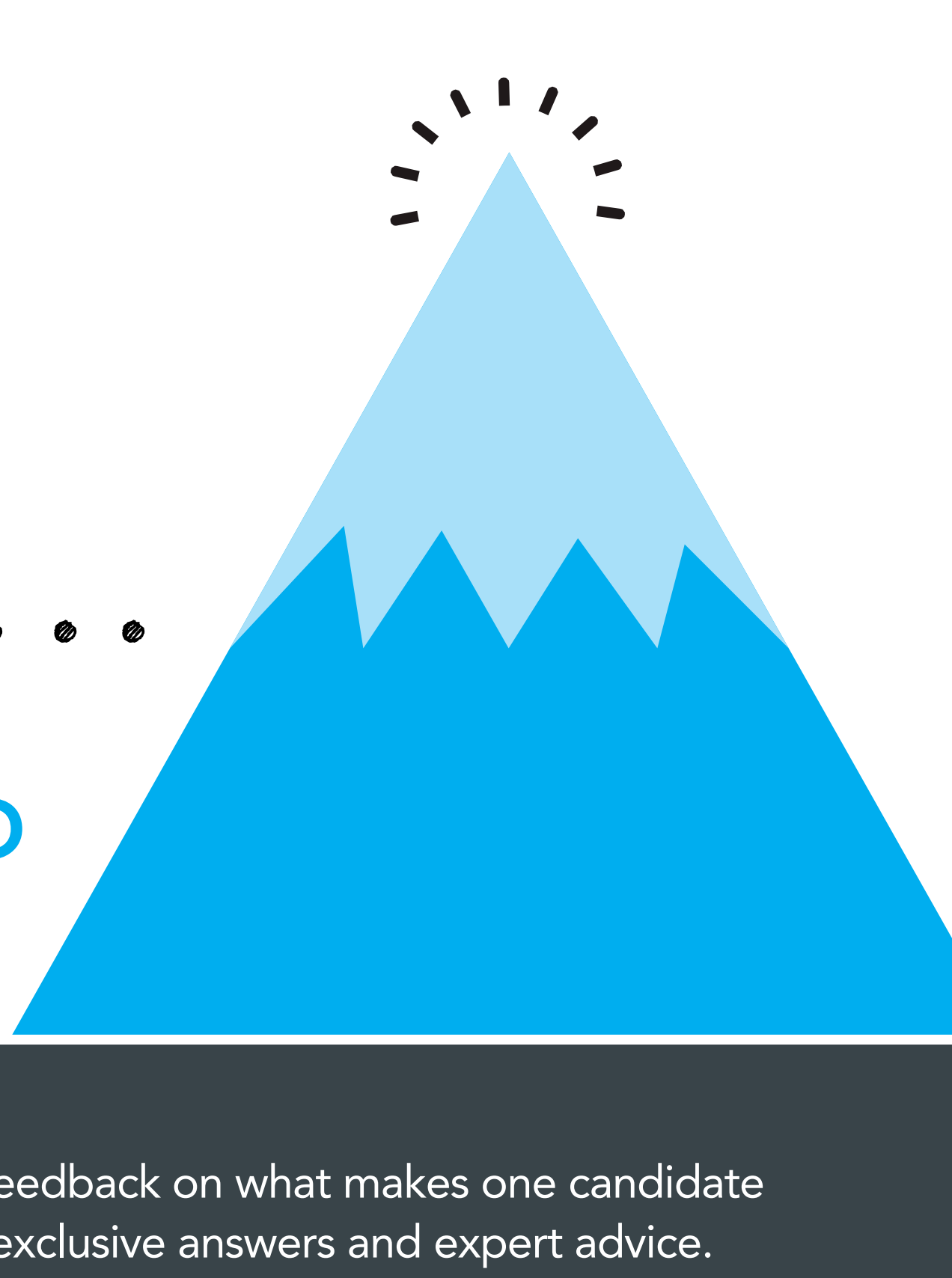


# WHAT IF...

**IN A MOUNTAIN OF RÉSUMÉS, YOU COULD RISE TO THE TOP?**



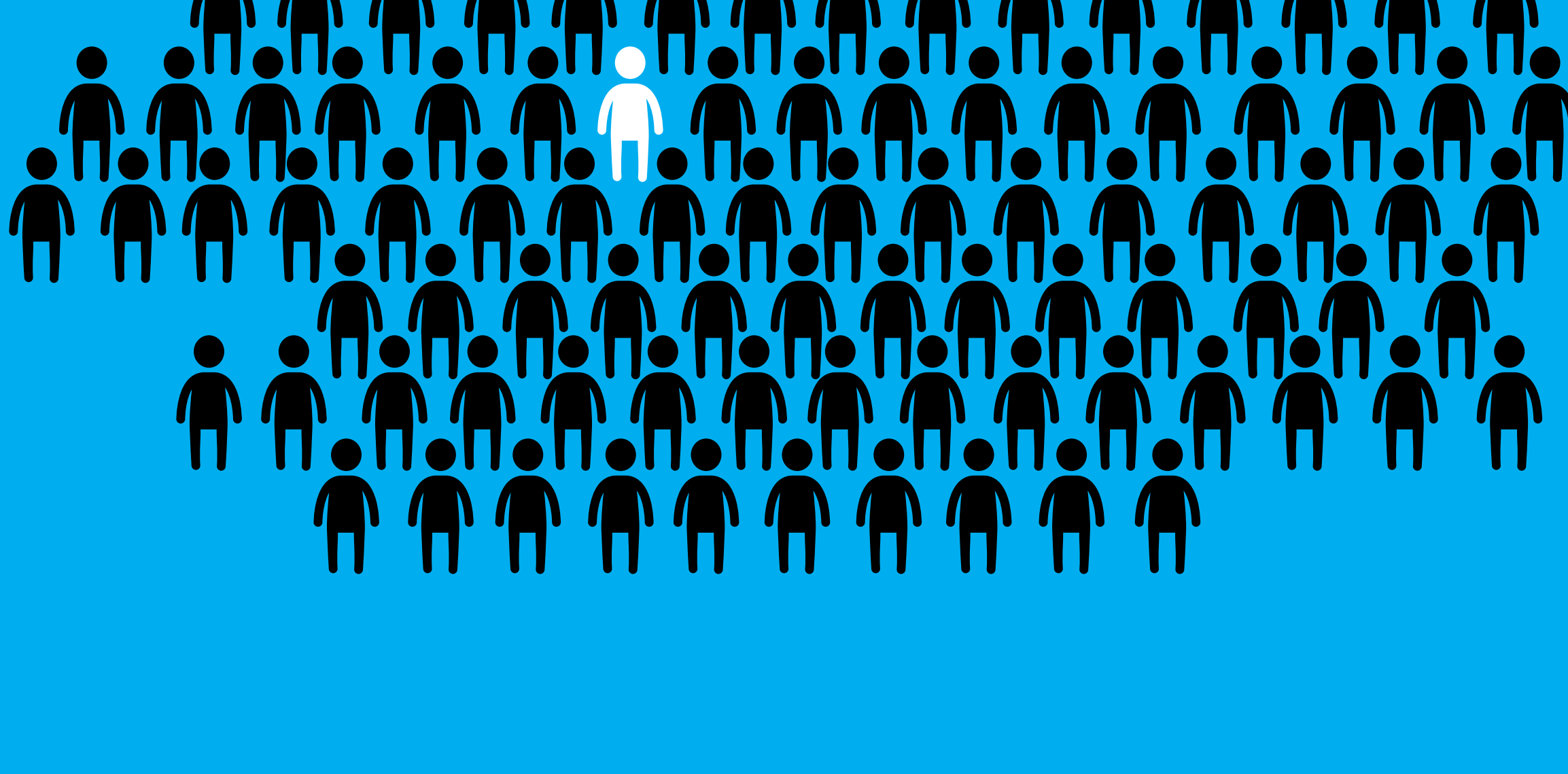
## RECRUITERS TELL YOU HOW!

We asked hundreds of our recruiters for their feedback on what makes one candidate rise to the top over the rest. Read on for their exclusive answers and expert advice.

## RÉSUMÉ

# 118

is the average number of applications submitted per job.



### OUR EXPERTS SAY...

Customize your résumé so it's a fit to the job you're applying for.

Layer in words and phrases found in the job description. These words are recognized by applicant tracking systems, and also by hiring managers.

Make it concise—limit your résumé to two pages, printed on white or off-white stock.

Ask a peer to proofread your résumé. Misspellings could knock you to the bottom of the heap.

Eliminate objective statements as lead-in copy for your résumé—instead, create a robust skills summary.



### RECRUITER H.C., DETROIT, MICHIGAN:

"Tailor your résumé for each job that you apply for. We are all looking for certain key words on résumés when considering candidates for a position. Although you may know that you have the experience we're looking for, if it is not clearly shown on the résumé, we may pass you over without even interviewing you."

## PREPARATION

# 89%

of hiring failures are due to a poor culture fit.



### OUR EXPERTS SAY...

Do your homework about the role, company, and industry.

Be honest with yourself (and with the interviewer) as to whether this role is the right fit for you.

Be prepared to arrive early by programming the location into your GPS and leaving with plenty of time to spare.

Know the company's competition and how the company differs from others.



### RECRUITER M. R., TORONTO, ONTARIO:

"Show up—be prepared! Get to know the company you're applying to by reading their website, industry articles, product reviews—any time you spend researching a company will pay off during an interview. With Internet access as prevalent as it is, there is no excuse for a candidate not to research a potential company and/or the interviewer and come prepared with questions of their own."

## PROFESSIONALISM

# Less is more

Keep cologne, makeup, and accessories to a minimum.

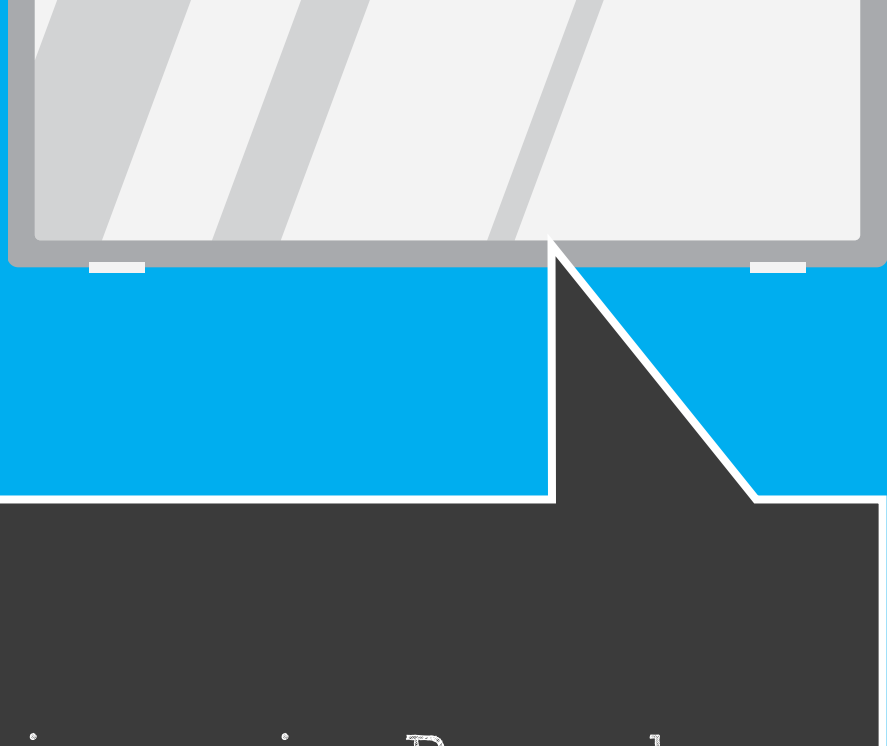
### OUR EXPERTS SAY...

Dress for success with well-fitting, professional attire.

Project a positive attitude during the job interview process.

Appear attentive and ensure your body language communicates professionalism.

Be confident.



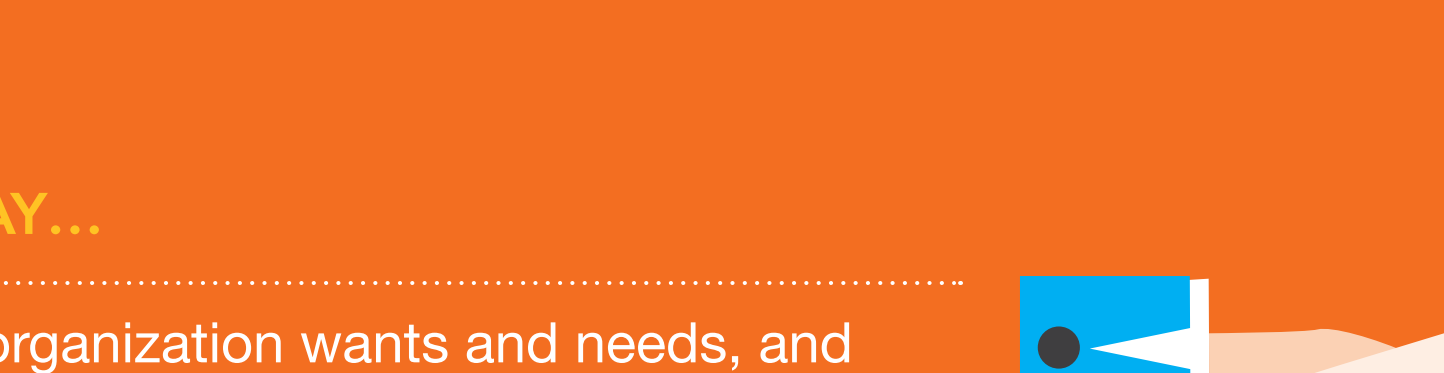
### RECRUITER P. L., OAK BROOK, ILLINOIS:

"Have a positive attitude and leave a lasting impression. Remember, you are selling yourself in your interview and competing with many others seeking the same job. Show us why you are the best person to fill the position and why we should hire you over other candidates. Be prepared and be honest. Be confident in yourself, yet humble."

## INTERVIEW

# Smile

Be the kind of person we want to add to the team.



### OUR EXPERTS SAY...

Identify what the organization wants and needs, and be ready to position yourself as their solution.

Be ready to clearly articulate your own career goals.

Prepare a list of likely questions, and practice your answers. Enlist a friend to role-play as your interviewer.

Remember, this is the time to put your best foot forward!

Don't forget to ask for the job.

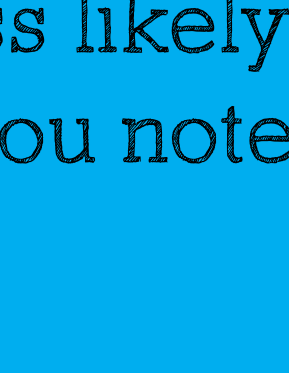


### RECRUITER J. R., DECHERD, TENNESSEE:

"If you get the interview, keep in mind that you're going to be assessed on your knowledge of the position, company, and industry—but also on your attitude, self-confidence, and how you present yourself to others. All of these factors are very important to your success. Be yourself, but be the best version of yourself possible during the interview."

## FOLLOW-UP

# 22%



of employers are less likely to hire a candidate if they don't send a thank-you note after the interview.

### OUR EXPERTS SAY...

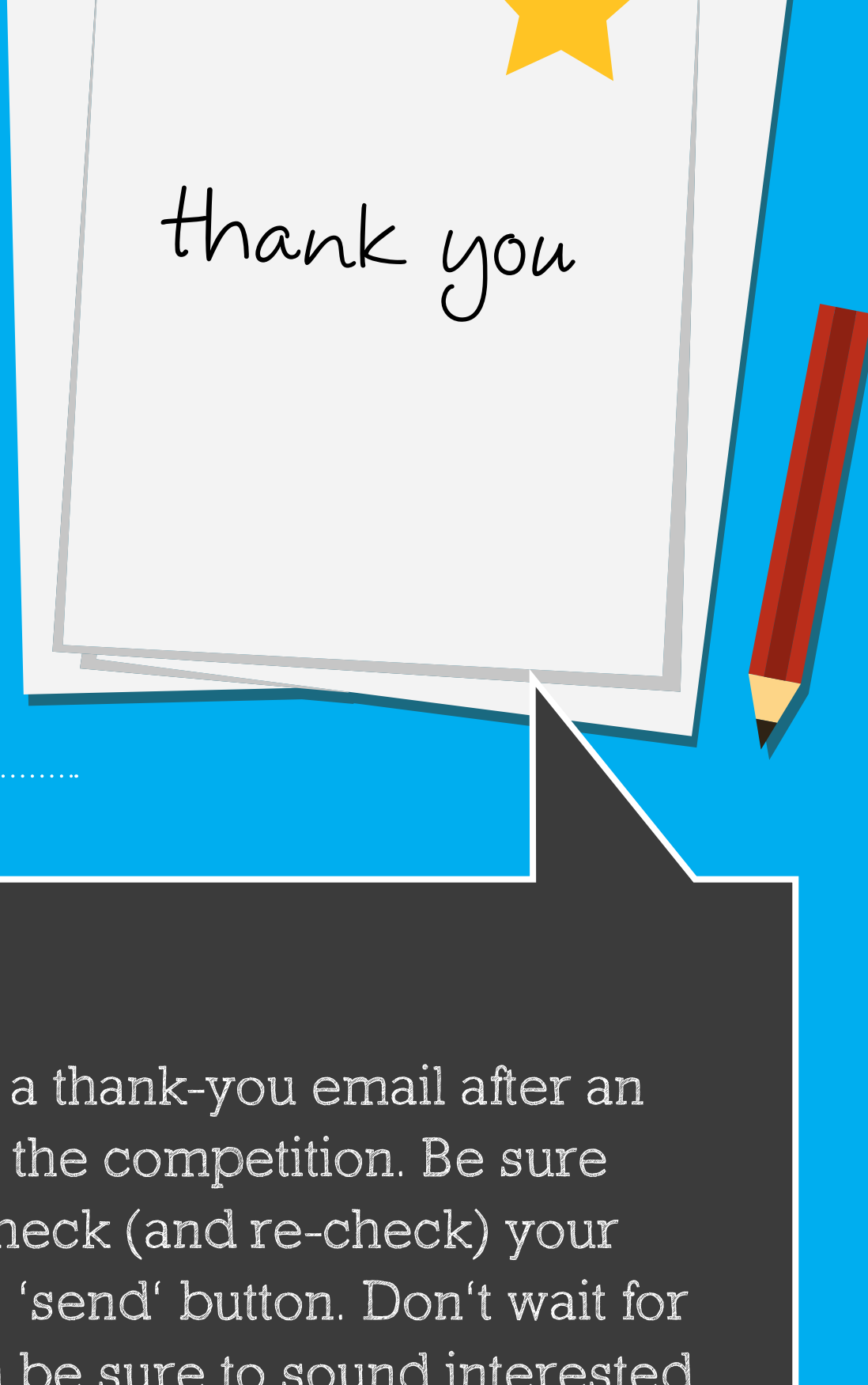
At the end of the interview, find out what the next steps are, and when you may expect to hear from the company.

Conduct a self-assessment. How did you do? Run some of your answers to questions past a friend or colleague and gauge their response.

A well-crafted thank-you note sent within a day or two after the interview can be the secret weapon that sets you apart from other candidates.

Be patient, but follow up after a week if you haven't heard back.

Return phone calls and emails in a timely manner.



### RECRUITER M. M., HOUSTON, TEXAS:

"While this may sound archaic, sending a thank-you email after an interview can help you stand apart from the competition. Be sure to craft a concise, intelligent note, and check (and re-check) your spelling and grammar before hitting the 'send' button. Don't wait for us to call you—call us—every week! And be sure to sound interested, energetic, and professional on the phone."

## ABOUT KELLY®



We put a new employee to work every 33 seconds.



Every four minutes, a Kelly employee is hired full time by a Kelly customer.



Our recruiters work with thousands of hiring managers each year.

As a world-class staffing organization, Kelly is dedicated to connecting job seekers to their ideal job. Get started today by searching our jobs at **Kelly Career Network®**, joining our **Talent Network**, or by visiting **kellyservices.com** to learn more.