



TIPS

RESUME REQUIREMENTS FOR RECRUITERS

As a recruiter you look at other people's resume all day long. Yet when it comes to creating your own, it can sometimes feel like a daunting task. To help you out, we've compiled a list of things that we look for in a resume of a Recruiter. Based on our extensive experience providing recruiters to clients, we know these are information our clients seek. Don't forget that your resume is your first personal presentation to a potential employer.

Do you want to have the advantage of a competitive resume?

Review it and make sure you...

Specify for each job	Example
Who you recruited for? What industries, levels and type of positions.	Finance - clerical staff, financial analyst- up to management level IT - call centre, technical support, ORACLE programmers, Java developers- all up to mid level
Salary ranges you recruited for?	30K-70K
The stages of the recruitment life cycle you have experience with?	Involved in all aspects of recruiting life cycle including job profiling, sourcing, prescreen, interviewing, background checks, offer and orientation
What sourcing avenues you use to source your candidates?	Job boards (name the ones you have used), employer referrals, personal network, headhunting, professional organizations, job fairs, etc.
What assessment tools you used?	Behavioral based interview (BBI), technical interview, testing (be specific), panel interview, assessment centres, case studies, etc.
Quantitative measures	5 hires/month, quality of hire, average time to fill, etc