

Sample 30 Second Commercials

According to recent statics, the average recruiter looks at a resume for only 9 seconds at first glance, it might be the only thing they read at first! Make it have impact! The top ½ of your resume is considered prime real-estate. Fold your resume in ½ how does it look? This needs to briefly highlight your skills, strengths, background story, and key accomplishments.

Below are 5 different sample formats of 30 Second Commercials.

1. Professional Profile

Executive Administrative Assistant with experience supporting C-level executives within a variety of organizations including; Pharmaceutical, Manufacturing, Health Care and Non-Profits. Demonstrated pattern of continued growth and managing complex projects with a high degree of confidentiality. Extensive calendar management skills. Successful in building productive business relationships and utilizing cross-functional teams to research and resolve issues effecting customer satisfaction, and department efficiency.

2. Background Summary

Call Center Customer Service Representative with a proven track record of delivering quality customer service. Timely problem solver with a sense of empathy and customer satisfaction. Excellent listening and documentation skills with the ability to utilize multi-screen applications for resolving issues. Ability to work under pressure and meet deadlines while handling highly confidential data.

3. Summary of Qualifications

- Human Resource Generalist with over 10 years experience focusing on Employee Relations, Recruiting and Compensation.
- Solid experience in HRIS Implementation with systems such as ADP, Great Plains, and PeopleSoft.
- Demonstrated Recruiting results with Social Media and recruiting implementation and training in programs such as Virtual Edge, Bull Horn and Taleo; with the ability to quickly master new software, and techniques. Decreased time to hire by 45 days to 25 days.
- Experience with Compensation surveys and benchmarks.
- Excellent listening and communication skills with the ability to satisfy various employees issues and needs.
- Boundless energy, capable of adopting a number of roles simultaneously, swift and agile.

4. Professional Background Summary

Experienced Medical Health Claims/Customer Service Representative with 5 plus years experience working within a doctors office, and medical claims processing team. Team-spirited results-oriented, organized professional focused on attention to detail. Consistently recognized for quality work and excellent communication skills. Familiar with ICD, CPT, Medical terminology, coding & billing.

5. Career Summary

Dynamic accountant with extensive knowledge of financial accounting principles, taxation policies and income tax procedures. Experienced with accounting operations including general ledger, financial reconciliations and budget forecasting, with extensive focus on construction accounting. Excellent communication skills and ability to manage multiple projects known for supplying quick responses to management and meeting deadlines.

-CORE STRENGTHS-

- General Ledger Reconciliation
- Payroll Processing
- Budget Forecasting and Analysis
- Accounts Receivable
- Proficient in Quick Books
- detail oriented
- Financial Statement Analysis
- Payroll Tax Preparation
- Income Tax Preparation
- Accounts Payable
- Knowledge of Other Accounting Software
- Professional and dependable

Top 10 - What Employers are Looking for in a Resume

- 1. Keep it Simple, Concise, Exact, Brief: Use of White Space, Neatness**
Use an outlined/bulleted format. Hiring managers want resumes that are easy to read and understand. Hiring managers don't want to read resumes with small fonts that are filled with words from top to bottom. Use bullets, expand the margins. Remember, most of the time your resume is being looked at on a computer screen.
- 2. Complete Contact Information:**
Name, cell/home numbers, professional email address and LinkedIn profile link.
- 3. Use Action Verbs, Get Rid of the I's:**
Hiring managers quickly want to see what you have successfully done and therefore what you can do. Remember to use past tense in prior jobs and current tense in your current job. Example: *participated in, coordinate, answered, solved, distributed, handled, file, write, etc.*
- 4. Dates and Gaps Accounted for – Be Specific as Possible:**
Hiring managers want to see a steady work history or gap time accounted for. Be sure all of your work history dates on the application match your LinkedIn profile and the hard copy of your resume.
- 5. Replace “Objective” with “Background Summary” - See “30 Second Commercial”:**
Gone are the days of cover letters, be sure to include at the top of your resume a background summary of your overall experience. 3-4 sentences describing yourself, background, area of expertise, etc. Hiring managers want to see a little bit of you and what you bring to the table. Example: *Excellent listener, problem solver, good communicator, etc.*
- 6. No Spelling, Grammatical Errors:**
Most hiring managers will discard a resume with errors. Be sure to double check your resume. Errors show a lack of care and proofing skills which are transferable to any job.
- 7. Bullet Benefits - List not only Tasks but RESULTS (Accomplishments):**
Benefits prove that what you do has value to your department, team and company. Example: *Saved time, increased profits, increased efficiencies*
- 8. Technical Skills/Military Service:**
Be sure to list all of your relevant technical skills and if applicable, your military service.
- 9. No Text Boxes, Underlines and Fancy Formats:**
Most resume scanning systems that employers use do not recognize these items and reformatting is necessary. Save your resume with a professional name, e.g., **JaneDoeResume.doc**
- 10. References Upon Request:**
Everyone knows that you will provide references when requested.