



Building an Effective Resume: “How to get noticed”

By

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Vertical

Who we are?



TPD

TPD is a North American Workforce & HR Solutions company that provides the full spectrum of services relating to human resources.

We are passionate about our mission:

- We help people succeed.
- We help organizations perform.

We have been innovating HR since 1980, partnering with our clients to design customized solutions to ensure they have the teams, programs, and processes needed to succeed.

We are large enough to deliver and small enough to care.

TPD's Aviation Team (Team Fly)

TPD's Aviation Team has a combined experience of 20+ years servicing the International Aviation Community delivering various solutions within Talent Acquisition and Talent Management.

We specialize in delivering and Managing Talent within:

- Non Technical Aviation (Corporate, Back office, customer service and Sales)
- Technical Aviation (1st line and 2nd line Maintenance, ground support, AME's, Engineers, Supply Chain, IT)

Our Global Experience allows us to find the right Blend of Talent and Culture for our clients

Your Workforce and HR Solutions, Delivered!



Workforce & HR Solutions



Agenda

- Why is a good resume important?
- What makes a resume standout?
- Sections of an effective resume
- Questions and Commentaries



Why is a good resume Important?

HELPS YOU LAND YOUR DREAM JOB

Having a good resume allows you the Candidate to get noticed by the Hiring Professional/ Talent Acquisition team. A good resume in essence is your initial advertising tool for potentials employers to see what you bring to the table as a potential employee and future of the company.

- Self Advertising
- Creating that Initial Connection with your potential Employer
- Getting noticed from the hundreds of applicants: "Standing out"



What makes a resume standout?

Your Resume is your online REPRESENTATION...

In the age of social sharing, Employers are constantly bombarded by applicants for every single job they advertise for. In order to get noticed a single format resume is no longer enough, as a Job Seeker you need to:

1. Have an evolving Resume
like you as you get experience in the industry you grow as a professional and your resume should grow with you.
2. Have different version for different Jobs
this is especially true to Corporate and more general practice worklines, always read through the Job being advertised and tailor your resume to fit what the company is looking for.
3. Spacing and Formatting
Since your Resume is a representation of yourself how neatly you present your resume reflect directly to your work and ability and people notice this

Your resume says A LOT about YOU, it DETERMINES whether you will be called IN for an interview or NOT.



Sections of an Effective Resume



Header Career Objective Core Competencies

Main Header:

- Personal Information (*Address – City and Province is good enough*)
- Email (*Ensure your Email Address is Professional*)
- LinkedIn or Website Profile URL

Every Page Header:

- Personal Information (*Name and Phone Number*)

Career Objective:

Entry Level Career Objective:

- Short 1 to 2 line objective relevant to the role you are applying for.

Mid to Senior Career Profile Summary:

- 1 to 2 short paragraph of the career Practice you have.



Skills Profile Education Certifications Seminars

Skills Profile:

- Bulletpoint enumeration of specialized niche skills you have; IE. Software programs, Machinery, Methodology, Strategic knowledge, technical knowledge

Education:

- It is important to list down your educational attainment, which school you went to and year you competed or if it is still on-going

Certifications:

- List down all certifications you have obtained, their validity if any and where did you obtain them
- List down Associations you are a member of that is relevant to your field

Seminars:

- Seminars are integral to keeping yourself as a jobseeker current. This also shows companies you take initiative into updating your knowledge with the latest trends in your field; list down the type of seminar, who conducted and year you attended.

Experience



Your Experience tells the story of your professional life in this section it is important to note paint a picture of the following:

- Title
- Company and Location
- Time Period Served (Month and Year is sufficient)
- Duties and Responsibilities while in the role (try to be specific with the duties performed and if you have a lot of experience (more than 5 companies) minimise to 5 bullet points per role
- If there are any gaps in employment make sure to put it down and write down a reason for the gap (IE. Family Time, Travel, Career break etc.)

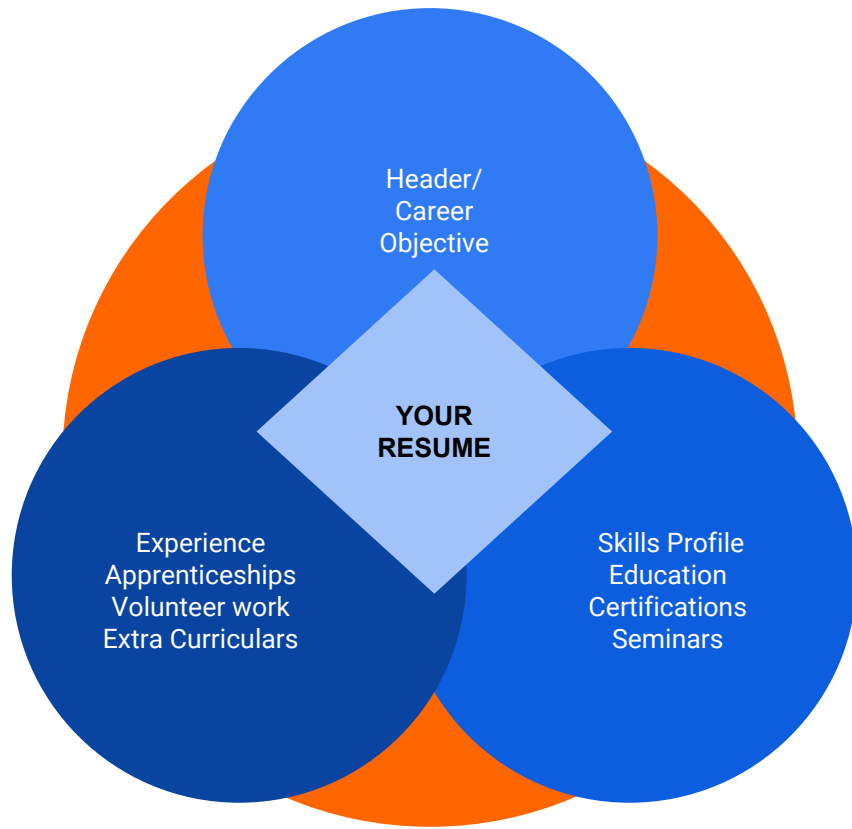




Volunteer Work and Extra Curriculars

Companies Appreciate employees who are active in their community and in their industry this is good branding both for the company and the individual, thus always share your volunteer work and relevant extra curricular activities with the following details:

- Role within the volunteer work
- Organization volunteered for
- Month and Year of volunteer



Questions & Commentary