

Sample Report 1 – Confidential



Resume Feedback Report for [name withheld]

Hi [name withheld]!

Thanks for sending your resume for your personalized report. I reviewed your resume for clarity, content, and overall impact. Here were my key takeaways:

You wrote

That your job search focus is to land an Executive Director role.

Where you shine

- The font and overall layout looks great.
- Excellent use of varied action words to start bullets in your experience section.
- I really like the way you placed the scope of the job responsibilities into paragraph style and formatted the accomplishment statements as bullets under each role. The variation creates white space and visual interest that makes the resume easy to read.
- Terrific job of including accomplishment statements that tie back to what you said in the first half of the first page. You're providing strong proof throughout the resume of what you said about yourself initially.
- I like the way you handled the Additional Experience section – it's concise. It's possible you'll need to provide the details in an addendum if the executive search firm wants more details about those roles, but I'd see if they ask for them first.
- The label "Leadership Training" works well – it looks great.

Tips for improvement

Format:

- Not sure if it's because we might be on different operating systems or versions of Word, but your resume opened on my desktop monitor to display 3 pages. I noticed that a page break has been inserted after ABC Company and before XYZ Company in your work history. The last bullet under ABC Company ended up on the next page and pushed the other content to a third page. Maybe it would be viewed as 2 pages if saved and viewed as a pdf?
- The bullet style changes between sections. I prefer your choice of square bullets, so I'd change the round bullet style in the Core Qualifications section to match the rest of the resume.
- The first two sections of the resume have more space between lines than the rest of the resume, which is single spaced.
- Since you opted to include accomplishments statements inside your work history section instead of as a separate career highlights section, I would recommend changing the label of the section from "Career Highlights" to "Career Timeline" or "Professional Experience" (if you want to be more traditional).
- To make each section label stand out better (and so that the section label over your experience section is not confused with the names of organizations in the experience section since they are currently also all cap but not bold), you could make each section label bold.
- I advise adding a page header with your name and page number to page two. If they print your resume, it will help them to see your name on the top of the second page.

Content:

- **Summary Section/Objective:** In the modern resume, we use a summary section rather than an objective statement. And although what you say in your objective is really good, it would be even more powerful if you made it into a summary statement of who you are rather than stating your objective. Here's how I would change it:

SUMMARY

Bilingual, multicultural executive with a passion for motivating and leading teams with diverse backgrounds, education levels, skills, talents, and experiences to not only solve everyday problems but also enhance efficiency, productivity, profitability, customer service, morale, and personal achievement in highly competitive industries, cutting-edge markets, and fast-paced environments.

Or if you don't like to use the word "passion," you could simply say...

Bilingual, multicultural executive who motivates and leads teams with diverse backgrounds, education levels, skills, talents, and experiences to not only solve everyday problems but also enhance efficiency, productivity, profitability, customer service, morale, and personal achievement in highly competitive industries, cutting-edge markets, and fast-paced environments.

NOTE: You'll notice that I replaced "professional" with "executive," but you could easily keep it as "professional" if that is more comfortable for you.

- **Core Qualifications:** The first bullet is worded a little awkwardly, especially as compared to the other two. In looking over the whole section, here's how I might reformat and rephrase the bullets...
 - Collaboration: Skilled at inviting various perspectives to the decision-making table to listen, learn, and resolve issues together.
 - Negotiation: Strongly committed to relationship building, establishing trust, and compromising for the gain of mutual goals.
 - Communication: Focused on effective strategic advocacy with local, state, and federal officials and business partners.

Please let me know if you have any questions or if you'd like to discuss any of my other services.

Wishing you the very best!

Angela

Sample Report 2 – Confidential



Resume Feedback Report for [name withheld]

Hi [name withheld]!

Thanks for sending your resume for your personalized report. I reviewed your resume for clarity, content, and overall impact. Here were my key takeaways:

You wrote

That your job search focus is "Electrical Engineer / Procurement Engineer / Electrical Design Engineer / Estimation Engineer."

Where you shine

Though we're calling this a resume review, it looks like you've accurately named your pdf file with the term "CV" because that's really more what it is. On that note, I'll review it as a CV. But just in case you are interested in converting your CV into a resume, you'll find some tips that could be helpful in the attachment. :)

I really like the Headliner style you're using, "Electrical Engineer / Procurement Engineer / Electrical Design Engineer / Estimation Engineer," at the very top of the CV. There's no mistaking what you do, and it sets the tone for anyone reading the CV. They'll know what to expect and what to look for as they read further.

In fact, the content of the topmost part of your CV matches well to your job search focus. It would definitely pass the "above the fold" test (if I folded your first page, I would see the key words I needed to see right where I needed to see them). As a former recruiter, I know about the limited attention spans of recruiters! They want things to be easy to find and easy to read. And, in fact, I've known recruiters that glance at the content "above the fold" as a technique to sort more efficiently. If they see what they like "above the fold," they will keep reading.

So, based on my experience, recruiters and others who want to find what they need quickly will like your skills section, as well as how you've laid out everything in a logical format that is easy to read and digest. And I mean for the entire CV, not just at the top of the first page.

Overall, the CV is formatted beautifully. Good use of color, font, spacing, alignment (I appreciate that you have full justified text and elements), margins, and caps. Excellent job!

Tips for improvement

- **Personal Details:** I'm assuming you are trying to find a job in Houston and want to Americanize your CV since your address is in Houston. If so, this is what I would recommend... Delete the personal details section on the last page. On that list, there are only two pieces of information that are important to include on your resume or CV that a US employer will want to know: your multilingual language skills and work status eligibility. So, I'd remove the whole section. Then on the first page, underneath the bullet that says, "Knowledge of repair and maintenance of Electrical Machine and Generator," I would add a bullet that says, "Multilingual: English, Nepali and Hindi." Then I would add this to your declaration section: "I am eligible to work in the US."

- **Contact Info:** This is optional, but you can remove your physical street address from your contact information if you'd like and only show "Houston, TX." With the Internet making it so easy to find out personal information, it's considered acceptable to omit the address to retain a sense of privacy. It only usually becomes important to share your address when an employer is actually hiring you. Either way, I would recommend removing "USA" from the address to further Americanize your CV.
- **Formatting Glitches:**
 - It looks like some of your bullets are in the wrong format style on page two. Several of them are not properly indented and have the incorrect bullet symbol under "Testing and Commissioning." This seems to have occurred at the top of the page and again near the bottom of the second page.
 - The color changes on the section divider lines over the Professional Details section and over the Declaration section.
 - The font is different for the first two section labels as compared to the section labels throughout the rest of the resume.
- **Action Words:** While you sometimes use action words, I would suggest that you try to always use them to begin your bullets. Doing this makes the content more dynamic, interesting, and easy to digest. For example, when you say "Reviewing complete scope of work, construction..." that's very good. When you say "Site survey and selection of route and location," it's not as strong because it's passive. Instead, you can say, "Performing site survey and selection of route and location." Another example... instead of saying, "Calculation of cable size and capacity," you could say, "Calculating cable size and capacity."
- **Tenses:** Inconsistent tenses are easy to overlook on a CV, and it's the most common error that I spot during reviews. For instance, under your most recent role, you have present tense "reviewing" in your first bullet, and after that, you use past tense. My personal preference is to use past tense action words when describing past role descriptions and present tense for positions you still hold. However, you can stick with present tense whether past or present if you'd like (it really is just a personal preference), but it's best to consistently use one or the other.

Please let me know if you have any questions or if you'd like to discuss any of my other services.

Wishing you the very best!
Angela

Sample Report 3 – Confidential



Resume Feedback Report for [name withheld]

Hi [name withheld]!

Thanks for sending your resume for your personalized report. I reviewed your resume for clarity, content, and overall impact. Here were my key takeaways:

You wrote

That your job search focus is to change career direction from real estate back to account management in the corporate world.

Where you shine

- Keeping it to two pages is smart.
- Good use of white space and format styling to frame and delineate each section well.
- The overall format and logical layout of the content makes your resume easy to understand and easy to read.
- The styling is eye-pleasing – good font, fully justified text, use of bullets, and use of section headings and separators.
- I like your use of a Headline (Account Manager with sub headline of Project Management, Global Account Initiatives, and Business Development), and your summary and key word sections are well done.

Tips for improvement

Overall, your resume is really strong. I only have a few improvement tips. But I'll address your question first – about your job search focus – and then I'll mention any other incidentals later.

- **Job Search Focus:** Strictly speaking of the resume (and not looking at job search methods to improve your job search success*), I have a couple of ideas for you to consider. Whether you're a realtor or an account manager, it's still sales. I think the "big" difference in their eyes might be the industry and the fact that real estate is B2C sales, whereas your other experience, if I'm not mistaken, was B2B sales. Personally, I think you've done a good job of emphasizing the corporate sales message.
 - However, here's one possible idea to consider – an option to try and see what happens. Basically, it entails creatively rearranging your experience section. Instead of putting your experience in strict reverse chronological order under one section, you would divide your experience into two sections. You could call the first section "Corporate Sales" (or whatever you think most appropriately describes it) and then move your jobs that are relevant to that section so that they appear first on your resume. I would call the second section "Consumer Sales" (or whatever you prefer) and then place your real estate work in that section." By doing this, your resume would show your employment history with dates but in a way that logically presents relevant experience first. It would imply that you stepped away from your corporate career to try

consumer sales, but for reasons you'd be happy to explain, your desire is to come back to your corporate career.

- Another idea is to add yet another layer of relevant corporate sales information at the top of the resume with a "Career Highlights" section. You would place it before the Professional Experience section and continue the use of related-industry terms that match your job search focus. You can label it "Career Highlights" or be more specific like, "Sales Successes" or "Sales Highlights." In this section, put 3-5 bullets that demonstrate your successes in sales, and you can pull these from anywhere in your background. By the way, this is a little different from the "Selected Achievements" subsection you have under one of your former employers. For some samples of what I mean, see the attachment that I'm sending you with this report.
- **Contact Info:** This is optional, but you can remove your physical address from your contact information if you'd like. With the Internet making it so easy to find out personal information, it's considered acceptable to omit the address to retain a sense of privacy.
- **Summary:** Though your summary section is strong overall, I have a suggestion for your first sentence. As a former recruiter, I know about the limited attention spans of recruiters! They don't exactly mind adjectives, but they do consider them "grey noise." And you don't want them to ignore the first section because when their eyes glance there, they see the word "dynamic." I would also pare down the sentence, add the word "corporate," and make it generally more active and bold. Here's what I would say instead, "Proven reputation for successfully developing business market strategies, directing new corporate sales initiatives, and leading growth that further enhances deliverable objectives.
- **Employment Dates – Right Margin:** I recommend moving the employment dates over to be flush to the right margin. In my opinion, it helps to give the resume a finished, polished appearance (like your fully justified text does). I would also remove months from the employment dates. YYYY–YYYY is an acceptable format for today's resume.

*Earlier, I alluded to job search methods to improve job search success. 😊 Sometimes it's not the resume that needs to be adjusted. Sometimes it's the job search method that makes the difference. Job search has been heavily researched, so we know what works best and what doesn't. I've attached some information about this for you.