

## RESUME GUIDELINES

Frequently, our candidates ask, "How do you suggest that I do my resume?" The answer is, "There is no one set way to do your resume." Each person's resume is as unique as his or her signature. Following are several points to keep in mind while preparing your resume:

- ◆ Most importantly, include your **accomplishments** that have **made or saved your company money**. Companies are in the business of making money. Their owners and stockholders are interested in profits. If you can demonstrate that you are **aware of the bottom line** and know how to **positively effect it**, you will have companies knocking on your door. How do you make the company money? By **increasing sales and retaining customers**. How do you save the company money? By **reducing costs** through your own **efficiency**, or implementing processes and/or systems that save money. It is important that you quantify this information. For example, increased assets by 50%, which exceeded our goal by 100%. Reduced costs by 20% while retaining 98% of customers.
- ◆ Ninety-nine percent of the time your resume will be the **first impression** a future employer has of you. Double-check your spelling, grammar, and punctuation.
- ◆ Use **white or light colored paper**. It copies and faxes more clearly than darker tones.
- ◆ Use **12 point print** for the same reason as above.
- ◆ Include industry **buzzwords**, and **keywords** to describe your experience. Many companies will scan resumes into a database and then search it using buzzwords and keywords to find people when an opening occurs.
- ◆ A potential employer may not be familiar with the companies who have employed you. Include the **location** of each employer. If the company's home office is in a location different than where you worked, indicate the location where you worked. Also, include the **size** of the company for each location. For example, sales volume, the assets of the bank, the assets of the trust department, the size of the credit card portfolio (if applicable), or the size of the loan portfolio (if applicable).

If you have any questions, our toll free number is 800/776-6413. If you would like us to review your resume, please fax it (918/494-2003) or email it to us (recruiters@bancsearch.com), along with a short note explaining your objectives.