



The Most Effective Ways to get a Recruiter's Attention

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Recruiters Demystified

Create a Plan

- ▶ Target a timeline for your job search
 - ❑ What sort of jobs you are targeting?
 - ❑ If you are transitioning a year out, be aware that positions you start applying for are actually funded vacancies that are active right now. Most likely those positions will change prior to your availability date, but it could be worthwhile to have some conversations with recruiters and plant the seed
 - ❑ 90 days out is when you should be most active in applications and networking
- ▶ Identify a few key features
 - ❑ What types of companies would you like to work for?
 - ❑ When will you perform job searches? Is there a day of the week that you will meet for coffee with your networking connections?
 - ❑ What's your timeline for updating your resume and cover letter? Post the plan somewhere you will see it, and add important dates to your calendar.
- ▶ Track your online employment application submissions
 - ❑ Keep track of position title, company name, and application date for each submission
 - ❑ This will help you when you start getting contacted



Resume 101

- ❑ Love it or hate it, resumes are still the expected job search instrument of choice used to showcase past work experiences, marketable skills, obvious superpower abilities and applicable credentials.
- ❑ A well written resume with the appropriate key words will make you stand out to recruiters
 - Many large companies are using AI and bot technology to screen resumes
 - The average recruiter scans a resume for 5-7 seconds

Do's and Don'ts of Resume Writing

- ▶ **Don't stress** too much about the length of your resume
 - If you have a lengthy service career or had work experience prior to your military service, or if you just require more detail and the experience is relevant, you can go over the one page rule. It is better to have more detail than less.
- ▶ **Avoid using clichés** - Phrases such as self-starter, hard-worker, team player
- ▶ **Do not submit your resume in a pdf file** to an ATS (Applicant Tracking System)
 - Sometimes it registers it as a photo, so use a .docx file instead
 - Most ATSs are unable to accurately extract relevant text from a PDF file
- ▶ **Don't use fancy formatting** - Strange fonts, columns, tables, etc
 - For fonts, stick with Arial, Times New Roman, or Calibri
 - When you apply online, your resume gets uploaded into that employer's ATS and complicated formatting causes the text to become unreadable or lost in the process
- ▶ **Cover Letters and Letters of Recommendation** are not absolutely necessary
 - I rarely look at anything except the resume
 - Extra documents rarely get viewed ... remember, 5-7 seconds per view
- ▶ **It's ok to have multiple versions of your resume** - this is especially true if you are seeking a GS position and targeting federal contracting positions, along with those in the private sector.
- ▶ **Do create a profile on clearancejobs.com** if you are seeking employment as a federal contractor using your clearance
 - Defense contractors seeking cleared personnel are actively searching on that site
 - Clearancejobs.com is also a great resource for information
- ▶ **List your active status and clearance level** (if you have one) near the top of your resume



Resume Key Words For Human Recruiters and Bots

- ❑ Both recruiters and bots are scanning for relevant keywords
 - Start by creating a section subheading (i.e. a “Skills” section) and highlight relevant keywords there
 - Not only will this help raise your ATS ranking, but it will make it easier for a hiring manager to quickly read over your skills down the line
- ❑ Don’t stop there! Be sure to incorporate important keywords into other parts of your resume, such as the “Experience” section
 - In some ATS algorithms, more weight is given to skills-related keywords listed under the more-detailed “Experience” section rather than a “Skills” sub-section (Smart little bots!)
- ❑ Avoid using Military Jargon or acronyms that a civilian recruiter wouldn’t understand

Common Military-to-Civilian Translations - Clearance Jobs

- Warrant Officer → Technical Manager/Specialist/Department Manager
- Senior NCOs → First-Line Supervisor
- Sergeant Major → Senior Advisor
- First Sergeant → Personnel Supervisor
- Squad Leader → Team Leader/Team Chief
- Supply Sergeant → Supply Manager / Logistics Manager
- Operations NCO → Operations Supervisor
- Platoon Sergeant → Supervisor/ Instructor/Trainer

Social Media/LinkedIn



- ❑ Make yourself easy to find. This means more than just having a LinkedIn profile.
- ❑ Take a look at LinkedIn profiles of people who have the jobs that you are targeting. You can see the kind of information that they have in their profile.
- ❑ You can also try to connect with some of these people and expand your network. You never know if a LinkedIn connection might connect you to a future position.
- ❑ Ensure that all relevant keywords are included in your bio.
- ❑ Recruiters utilize search engines and LinkedIn to locate the best talent by keyword, location and skill set. You can activate a feature that shows that you are ready to work and actively looking for a job on the LinkedIn site.

Network via LinkedIn to get Referrals

- ▶ Use LinkedIn to obtain Referrals
- ▶ Referrals also increase the likelihood that a recruiter will see your resume
 - If you don't have a personal connection, use social media to find out who does.
- ▶ Don't be embarrassed to ask someone to make an introduction on your behalf
 - People do this all the time!
 - If you're uncomfortable asking for favors, simple include an easy way for them to say no... like 'If you're not comfortable connecting me, I completely understand.'

Three-Pronged Approach



RESUME
PREPARATION



BROADCAST THAT YOU ARE AVAILABLE
NETWORKING THROUGH FRIENDS, SOCIAL
MEDIA/LINKEDIN



DON'T BE AFRAID TO USE OTHER METHODS
TO GET IN FRONT OF HIRING
PERSONNEL/USE ALL OF THE VETERAN
RESOURCES YOU CAN FIND



Then the fun
begins...
Interviewing!

Resources

For Translation of Military Acronyms to Civilian Terms

- ▶ <https://www.careeronestop.org/Veterans/JobSearch/ResumesAndApplications/translating-military-terms.aspx>

Great Article on on ACPAdvisorNet.com by Scott Vedder

- ▶ [ACP AdvisorNet: Article : The "Smart 5th Grader Test" for Military Résumés \(and Civilians Too!\) \(acp-advisornet.org\)](http://acp-advisornet.org)

Blog on GlassDoor regarding keywords:

- ▶ [How to Use Keywords to Make a Resume Recruiters Notice - Glassdoor Blog](#)

Indeed.com article on Military to Civilian Title Translations:

- ▶ [Military to Civilian Title Translations to Improve Your Resume | Indeed.com](#)

Information on the SkillBridge Program

- ▶ [DOD SkillBridge \(usalearning.gov\)](http://usalearning.gov)