

We have recently been asked by many technologists for our suggestions on resume writing and techniques that are successful, so we would like to share with you some information that we have found to be useful.

Human Resource professionals and recruiters frequently have to screen through dozens of cover letters and resumes in order to determine the qualifications of a candidate. A good portion of what is received is of very poor quality, and many times, it is not the candidate's credentials that keep them from moving forward with an interview, it is quality of their resume.

Your cover letter and resume will be the first impression a hiring manager will have to base his or her decision on, so you want your resume to be neat, clean and professional. The first step in getting a job is getting the interview. Presenting a high-quality resume that stands out from your "competition" is the best way to get that opportunity. Getting the job still comes down to a good interview and what you can bring to the table, but the resume is key when it comes to competing with other candidates with similar experience.

According to JobWeb.com, a national poll was conducted which included responses from 150 senior executives—including those from human resources, finance, and marketing departments—with the nation's 1,000 largest companies. Executives were asked, "In your opinion, which of the following is the single most common mistake job seekers make on their resumes?" Their responses:

- Typos or grammatical errors—34 percent
- Including too much information—22 percent
- Not listing achievements in former roles—17 percent
- Poor layout and/or design—17 percent
- Including too little information—7 percent
- Other/don't know—3 percent

A good cover letter should reflect your attitude, personality, motivation, enthusiasm and communication skills. Be sure to research the company and learn who you are sending the resume to beforehand, and use any personal information or referrals to separate you from the rest of the crowd. Here are a few important things to remember when writing a cover letter:

- Explain how you learned about the position and why you are sending your resume
- Convince the reader to look at your resume
- Provide any information that was specifically requested
- Do not duplicate information from your resume
- Be specific and personal
- Personalize it to the company you are sending it to
- Indicate what you will do to follow up

Many times, people have difficulty drawing on their own strengths and then presenting or displaying them effectively in a resume. It can sometimes be beneficial to seek the assistance of a third party, such as a resume writing service. However, these services can be expensive and have no experience in the healthcare field. We charge a fraction of what most companies charge, and we are specific to the radiology industry.

Keep these tips in mind when writing an effective resume:

- Pay attention to details
- Proofread, proofread, proofread – and have someone else proofread it as well!!!
- Construct a resume that is organized, easy to read, clear and to the point
- Customize it
- Be professional

For more information on resume writing services for imaging professionals, visit the "Helpful Tools" page on our website (<http://www.radsciences.com/tools.asp>) or call 800-804-2345 Ext. 231