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Recruiters for Manufacturing and Materials

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Resume Length……………….

A job survey by Morris Associates, Inc, a career transitions business, showed employers had a strong preference for 2-page resumes (63%), although 27% said length "doesn't matter." Several survey respondents, as well as participants in the focus group, commented that shorter or longer resumes and different formats are acceptable, depending on industry, and type and level of position sought. A longer than 2-page resume can be acceptable for a more experienced, higher level executive or professional, though the "less is more" philosophy reinforces the idea that briefer resumes are usually preferred.

In the Morris Associates Survey, the chronological format was preferred 10 to 1 over the functional (70% preferred chronological, 7% preferred functional) although, again, a significant 23% said format "doesn't matter."

Consider a One-Page Resume If:

- You have less than 10 years of experience.

- You're pursuing a radical career change and your experience isn't relevant to your new goal.

- You've held one or two positions with one employer.

Consider a Two-Page Resume If:

- You have 10 or more years of experience related to your goal.

- Your field requires technical or engineering skills, and you need space to list and prove your technical knowledge.

Put the most important information at the top of the first page. On the second page, include a page number and include your name and contact information.

Consider a Three-Page Resume or Longer If:

- You're a senior-level executive with a long track record of leadership accomplishments.

- You are in an academic or scientific field with an extensive list of publications, speaking engagements, professional courses, licenses or patents.

Resumes can use addendum pages after page two. Job seekers can decide whether or not to send the full document or just the first two pages to a potential employer, based on the job opportunity requirements.