



## Minute to Win It 5 Steps for Creating a Successful Procurement Resume

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Placement professionals will tell you that resume readers, reviewing hundreds of resumes for each open position, will spend less than a minute on most resumes. Oftentimes, they will stop reviewing a resume without having assessed the candidate's suitability for a position, because something was just not right on the resume.

Last month we published [Gone in 60 Seconds - - Top Resume Turnoffs](#), which identified common resume mistakes that could take you out of consideration for a position within 60 seconds.

This month we would like to key in on the process of building an effective resume if you only have a minute to win over the resume reader.

1. **Create a 12 page resume.** Instead of focusing on creating one resume, the one you will send out, try creating one that will serve as a library for creating resumes that are focused for specific, targeted opportunities. Create a mega-resume that identifies all of the challenges encountered, results achieved, actions taken and skills developed over your career. When a new opportunity emerges, you will use this resume as the starting point, selecting the content that is most relevant to the opportunity. Work the targeted resume down to an acceptable length – usually no more than two pages. Remember; if you think of any new content add it to the library resume for use in the future.
2. **Understand the opportunity.** To successfully target your resume you should understand the company, how procurement functions within the company and then the specifics on the position: responsibilities, performance objectives, challenges that will be encountered, and resources available. This in-depth knowledge can be obtained from websites, insiders, suppliers and salespeople dealing with the company, and news articles.
3. **Avoid the temptation.** Frequently, people candidates contact while doing research on a position will offer to send the resume in for them. Avoid the temptation of doing this prior to completing point 2 above and point 4 below.
4. **Develop the resume targeted to the position.** Now that you understand the opportunity, select the content from your 12 page resume that best fits the position and create the focused resume – usually no more than two pages in length.
5. **Test the resume.** Review the targeted resume and the work you have done with someone you trust. Remember, if you are not 100% confident in your grammatical skills, have someone with skills you trust review your resume and all written communications with prospective employers. Errors in grammar, spelling, punctuation, etc., will likely result in an immediate rejection of your resume – regardless of content! Such errors imply a lack of attention to detail and will lead an employer to reject you before completing the review of your resume.

Using this approach will require more time than just using one resume for all opportunities. However, using this approach you can increase the likelihood of landing the type of position you really want.

**APD will be conducting a webinar that will help you transform your resume into a powerful career advancement tool. [Click Here for More Information](#)**