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## Keys for Building a Successful Resume

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In our ongoing efforts to locate the most qualified procurement professionals, APD screeners review hundreds of candidate resumes on a regular basis. Successful resumes can vault the candidate to the next step in the hiring process. Others fail to gain entry for the potential candidate.

What differentiates the successful resumes from the unsuccessful ones? Here are a few tips:

### **Understand the Purpose of the Resume**

I believe the primary objective of a successful resume is to open the door to next step in the hiring process. Secondary objectives are:

- To provide a good discussion document for interviews.
- To be an effective “leave behind “ sales brochure.

Successful resumes:

- Are focused on a specific job opportunity or career objective. Accomplishments, skills and abilities highlighted on the resume reflect the position that is being pursued. Key words from the job description are included on the resume.
- Provide effective summaries of skills and abilities with “hooks” to engage the reader. A good hook will prompt the reader to want to discover more about those accomplishments.

Unsuccessful resumes are unedited. These documents read as if they are the only opportunity the candidates will have to tell their stories. As a result, the resumes are overfilled with every possible accomplishment, skill and ability. If you are struggling to whittle your resume down to two pages, you should ask yourself: “Am I trying to accomplish too much with the resume?”

APD’s Temporary Supply Chain Professional Services was designed to quickly place supply chain professionals in short term positions as an interim solution to any staffing requirements. Contact APD at 734-927-0836 or visit [www.apurchasingd.com](http://www.apurchasingd.com) for more info.



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### Spelling or Grammatical Errors

As supply chain professionals, communication is key in coordinating the efforts of our supply chain. If a candidate is unable to ensure that a document as critical as a resume is completely free of spelling and grammatical errors, how will his or her other communications with suppliers look?

Simply put: The successful resume and cover letter are error-free. The unsuccessful resume is not.

### A broad, all encompassing job or career objective

Nothing screams desperation more than a job or career objective that reads as if the candidate will take any job, in any location with any potential employer. Alternately, candidates will sometimes pursue positions not in-line with their stated objectives. Either of these infractions results in an unsuccessful resume.

Resumes expressing the candidate's well-focused and well-stated career objective – that closely match the company's needs – are successful.

### Meaningful, measurable achievements

Successful resumes contain meaningful, measurable achievements that convey actions, skills, results and challenges.

A manager's achievements summarized weakly:

“Responsible for 6 buyers and \$100 mil of annual spend for cold rolled steel, aluminum billets and scrap.”

The same job achievements could be described in a much more successful manner by the inclusion of action, skill, result and challenge:

“Leveraged communication skills to successfully lead team of six purchasing professionals to exceed business plan 5 out of 6 years despite 10% fall in company revenues.”

Action

Skill

Result

Challenge

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### Include strong procurement action words

Successful supply chain resumes include strong procurement action words. Here is a list of some of our favorites:

Accomplished	Engineered	Judged	Quantified	Troubleshot
Achieved	Enlarged	Landed	Questioned	Uncovered
Adapted	Established	Launched	Raided	Undertook
Advanced	Exceeded	Liquidated	Realized	Unified
Attained	Executed	Made	Recommended	United
Analyzed	Expedited	Mentored	Recruited	Updated
Balanced	Extracted	Motivated	Rectified	Upgraded
Built	Facilitated	Negotiated	Redesigned	Utilized
Calculated	Finalized	Nominated	Re-engineered	Used
Centralized	Followed Through	Operated	Resolved	Validated
Championed	Forecasted	Organized	Restored	Wrote
Changed	Formed	Out Paced	Restructured	
Clarified	Gained	Overcame	Revitalized	
Coached	Generated	Performed	Salvaged	
Communicated	Headed	Piloted	Satisfied	
Constructed	Identified	Pinpointed	Saved	
Converted	Implemented	Pioneered	Set-up	
Decreased	Improved	Planned	Spearheaded	
Delivered	Increased	Played key role	Staffed	
Designed	Initiated	Positioned	Started up	
Determined	Innovated	Predicted	Strengthened	
Developed	Installed	Prepared	Streamlined	
Devised	Instituted	Presented	Structured	
Directed	Integrated	Prevented	Tailored	
Earned	Introduced	Procured	Taught – Trained	
Eliminated	Invented	Produced	Teamed with	
Energized	Inventoried	Proved	Took the lead	
Enhanced	Investigated	Qualified	Tripled	

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