

## At This Time Of Year...

Thoughts turn to loved ones, both past and present. Of happy childhood memories. Unwrapping toys, helping with the baking and licking the bowl. Remember always their kindness and love. Sweet times gone by.

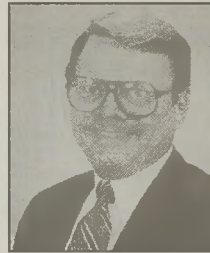
Thanks for looking to us in times of loss and sorrow.

## Merry Christmas

FROM THE STAFF OF

# Russell Funeral Home

822 CARL RUSSELL AVENUE • WINSTON-SALEM, NC 27101  
PHONE (336) 722-3459 • FAX (336) 631-8268 • PAGER (336) 631-7343



Scott T. Fleischmann

## Address Resume Problems Carefully

By Scott T. Fleischmann

Just as the IRS looks for specific problems on tax returns, good recruiters look for problems on a resume. Poor grammar, misspelled words, periods of unemployment are some of the problems that are most often identified.

Lucky candidates will have a chance to personally address those problems with a recruiter. Those who are not quite as fortunate will be eliminated from the qualification process without ever knowing the reason. Let's explore those problems and how to prevent them.

**Grammatical Errors** – The first step in eliminating this problem is to get a word processor that has a good grammar checker. However, these tools will not eliminate the problem. They will pick up most obvious errors, but subtle errors that can change meaning may be overlooked. Therefore, make sure that you read your resume several times for these errors.

Another option is to have a friend read it to make sure that it makes sense to them. Ask them to read a small section and then explain it to you in their own words. If they accurately describe your intent, you can be sure that it is accurate. Since they did not write the document, they are more likely to be looking at it without making assumptions that you might make because of circumstantial knowledge.

**Spelling Errors** – The solutions to this problem are much like those of the grammatical errors. Get a word processor with a good spell checker, re-read your work for errors, and have someone else read it. However, this problem has a unique twist. Correctly spelled words are overlooked even if they are not the correct word. As an example, I once saw a resume from someone who claimed to have supervised a "moist manufacturing facility." When we discussed that task we found that "moist" should have been "joist."

**Employment Gaps** – This problem is best handled proactively. Use a cover letter with to explain the circumstances but do not use excuses. If you lost your job in a downsizing, say that. Employment professionals understand that downsizing is a part of life in 21st century America. But then tell them how you handled that situation. "I decided to use this opportunity to explore a possible consulting career." "I decided to use this time to find the job that best matched my skills." Or, "I chose to work part time in retail to support myself, while working full time on my job search" are all possible answers. The goal is to give them the accurate information on how you handled a difficult situation with a positive attitude.

**Unfinished Coursework** – Again, this is best handled truthfully in the cover letter. Explain the circumstances that caused you to leave that work unfinished. If you have plans to complete it, state those plans.

Ultimately, the best advice is to have an employment professional review your resume. If you have a friend who is a recruiter, ask him or her to review it for you. If not, ask friends and family if they know someone who can help you. A resume writing service can also help. However, they charge for their services.

**Scott T. Fleischmann is the managing principal for Integrity Business Solutions Inc., a management consulting firm. He can be contacted through e-mail at [ibs.scottf@juno.com](mailto:ibs.scottf@juno.com), or through the company web site at [www.aboutintegrity.net](http://www.aboutintegrity.net).**