

TIPS ON RESUMES

At some point, everyone finds themselves in the job market. If you haven't looked in awhile, you'll find that the Internet has forever changed the way employers and employees interact. With the advent of on-line job search sites, cover letters and resumes submitted by mail have gone the way of the buggy whip.

Executive property management recruiters review hundreds of e-mailed resumes each week. However, hiring managers take only seconds to review each application and if they don't immediately see what they're looking for, that candidate will never be called.

The following guidelines will help ensure that your email gets opened and your resume is fully reviewed.

1. *Get a professional email address.* Yourname@aol.com is more professional than surferdude@aol.com.
2. *Identify the position in the subject line. Be specific; Director of Leasing - Jersey City.* Always put the job title and location. If the ad includes a job number, add that. The company may be seeking leasing directors in six states, adding the location helps the recipient quickly direct yours to the appropriate people.
3. *Always include a short message.* This is your cover letter. However, unlike longer mailed cover letters, people today want shorter e-mail messages. Keep your email to two or three paragraphs, no more than 150 words.
4. *Write targeted cover letters for each position:* Review the job requirements and specifically and concisely state your qualifications. If it's sales, give statistics not vague statements such as "increased sales". Instead of saying "experienced leasing manager" state "increased occupancy from 85% to 98% in 6 months".
5. *Explain any ambiguities in your resume:* If you currently live in Michigan, and apply for a New Jersey position, explain that you are moving and when you will be available to start. Explain any employment gaps, or brief tenures, and how your current skills in one field translate to jobs in different fields. Include all contact information: Give cell and home telephone numbers and include your email address.
6. *Include all contact information:* Give cell and home telephone numbers and include your email address. Let the employer know which number is best to call and when you are easiest to reach.
7. *Paste your resume into your email, and also attach it.* Some employers don't want to open attachments, so always paste your resume into the body of your email. Send it to a friend to review; you may need to adjust type, spacing, etc. To be safe, always use black type, with a common font and size (Arial, Times Roman, 10 point). Also attach your resume as a word document. An attached resume is always a better presentation and the HR department may need to print it to share it with others.
8. *Proofread before you send:* Blackberries have contributed to poor grammar and spelling in the name of brevity, with a whole slang language just for text messaging. This is not the time for that. Your email is the first impression a hiring manager has of your professionalism. Typos, incorrect spelling or grammatical errors could mean your resume gets deleted before it's even read.

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Middle Atlantic Conference (MAC) 2008

BOMA/Greater Hartford invites all members in the Middle Atlantic region (Baltimore, Boston, Central NY, Greater Buffalo, Greater Hartford, Greater Rochester, Long Island, Metropolitan Washington, New Jersey, New York, Philadelphia, Pittsburgh, Southern Connecticut, Washington DC, Westchester, and Capital Region of Albany) to attend the 2008 Middle Atlantic Conference. The MAC will be held at the Foxwoods Resort Casino, Ledyard, CT from April 23-25, 2008. Golf will be available on April 24 at the Lake of Isles golf course (\$200 pp). The BOMI course *Ethics is Good Business* will be offered on April 24 (\$300). There will be educational sessions on April 25 and the conference will conclude with the Regional TOBY Awards dinner. Registration is \$295 (does not include golf fees or BOMI course). The room rate is \$195. To make a hotel reservation call 1-800-369-9663 (the conference code is MAC/#F24570. For more information on the conference visit www.bomamac.org



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