



“HAVE A KEEN EYE FOR DERAIL”

ONE RESUME ERROR CAN RUIN EMPLOYMENT PROSPECTS

Singapore, 30 July 2009 – Job seekers take note: one wrong stroke at the keyboard could send your resume into the “corporate bin”. In today’s employment market, hiring managers are less tolerant of slip-ups, especially when they are receiving more resumes now for fewer job openings at their firms.

According to a recent study carried out by Robert Half International¹, three out of four (76 percent) hiring managers would remove applicants from consideration for a job if they found one or two typographical errors, or typos, in their resumes. Forty percent said it would take just one typo to rule candidates out.

Hiring managers were asked, “How many typos in a resume does it take for you to decide not to consider a job candidate for a position with your company?” Their responses:

One.....	40%
Two.....	36%
Three.....	14%
Four or more.....	7%
Don’t know/no answer.....	3%
Total.....	100%

¹ The Robert Half survey was conducted in June 2009 and polled 150 executives from the 1,000 largest companies in the United States.

Commented Mr Tim Hird, Managing Director of Robert Half Singapore, “The resume is the applicant’s first opportunity to impress the hiring manager. It is also viewed by prospective employers as a reflection of the applicant; if you make errors on your application materials, the assumption is you will be as likely to make mistakes on the job.”

Unfortunately, typos and other slip-ups are easy to make, and spell-checks do not always catch them. To illustrate the point, the following are some real-life errors made in resumes, applications and cover letters. (Additional examples of resume bloopers can be found in Robert Half’s www.resumania.com, an online site that describes real-life errors made in resumes, applications and cover letters.)

- *“Hope to hear from you, shorty.”*
- *“Have a keen eye for derail.”*
- *“Dear Sir or Madman.”*
- *“I’m attacking my resume for you to review.”*
- *“I am a rabid typist.”*
- *“My work ethics are impeachable.”*
- *“Nervous of steel.”*
- *“Following is a grief overview of my skills.”*
- *“Graphic designer seeking no-profit career.”*

“In today’s job market, it pays to be ultra-vigilant in preparing resumes, cover letters and other job application materials. Even the smallest typo will make candidates look bad, and at a time when competition for jobs is still intense, there is certainly no room for slip-ups. A well-written resume is the key to opening doors to interviews and job opportunities, so it is definitely worthwhile to put in that extra effort,” concluded Mr Hird.

Robert Half offers the following tips for creating error-free resumes:

- **Get help.** Enlist detail-oriented family members, friends or mentors to proofread your resume and cover letter and provide honest feedback.
- **Take timeout.** Before submitting your resume and cover letter, take a break and come back to it with a fresh set of eyes. You might catch something you missed the first time.

- **Print a copy.** It's easy to overlook typos or formatting mistakes when reading a resume or cover letter on a monitor, so print it out for review. Read through it slowly and pay close attention to formatting, font styles and sizes, in addition to spelling and grammar.
- **Try a new perspective.** Readers sometimes inadvertently skip over parts they have read previously. Review your resume backward to help avoid this problem. Reading the document from a fresh perspective also provides a view of how well the overall flow and structure works.
- **Read it aloud.** Your ears might catch errors your eyes have overlooked.

-Ends-

About Robert Half

Robert Half is the first and largest specialised financial recruitment firm and a pioneer in global placement services for accounting, finance, banking and technology professionals. In 2009 Robert Half International was ranked number one in our industry on FORTUNE® magazine's list of the "World's Most Admired Companies".

Founded in 1948, the company is traded on the New York Stock Exchange (symbol: RHI). The company's specialised staffing divisions include Accountemps®, Robert Half® Finance & Accounting and Robert Half® Management Resources, for temporary, full-time and project professionals, respectively, in the fields of accounting and finance; OfficeTeam®, for highly skilled temporary administrative support personnel; Robert Half® Technology, for information technology professionals; Robert Half® Legal, for legal personnel; Robert Half® Sales & Marketing, for sales and marketing professionals; and The Creative Group®, for advertising, marketing and web design professionals.

There are more than 360 Robert Half locations in Asia Pacific, Europe, the Middle East, North America and South America with more than 13,000 employees.

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