



Your Compelling Resumé

*Presented by AJ Thomas
Infinera Corporation*

Find Job



AJ Thomas, SCPM, PHR

Global HR Support Center, Infinera Corporation

San Jose, CA | 7+ Years in Human Resources

Specialties: Entrepreneurship, Project Management, Gen Y, Branding

- **Founder & Executive Director** Infuse Entrepreneurship
- **Contributor to:** ForbesWomen Magazine & San Jose Mercury News
 - *Human Resources and Entrepreneurship related topics*
- **Held positions at:** Iron Mountain Inc., Adecco North America, T-Mobile Inc., Google, and several other high-tech firms
- **Board Member:** for Genesis Group & Grace Community Outreach

Authored Syndicated Material:

- www.TheGenYBlogger.com
- The Young Entrepreneur Council ([YEC](#))



13,992,000

The number of unemployed Americans looking for work in the month of September

2,229,000

The number of net jobs the economy has shed from February 2009. On average, the economy has lost 69,656 jobs each month over that span.

6,242,000

The number of Americans unemployed and searching for work for more than 27 weeks in the month of September

1,327,000

The number of job seekers that are new to the workforce and have yet to find a job. The number of new workers who cannot find a job has been above 1 million for two years.

40.5

The average number of weeks it takes for job seekers to find a job—the longest average time that Americans have been unemployed since the statistic was first recorded in 1948.



Now more than ever you **MUST** offer value and **STAND OUT**



So how do you go about doing that?

What?

Most job seekers have this one down cold; what you did at that job.

To address the “**what**,” read the job description carefully and identify the most important attributes and skills the hiring company is looking for.

If they list management experience #1, don't list it as the 8th bullet under your most recent job.

Also think about what not to include.

So what?

Once you've established the "what," you must address the "so what?" For each bullet, what were the results? What was the impact? If you presented a recommendation to upper management, was it adopted?

If you developed a new process for doing business, did it save time and/or money?

Before applying to another job, **read over** your resume bullet by bullet to make sure you've answered both the "what" and "so what." When you do, you'll be well on your way to having a resume that gets results.

**Don't focus on your
responsibilities.**

Focus on what you achieved.

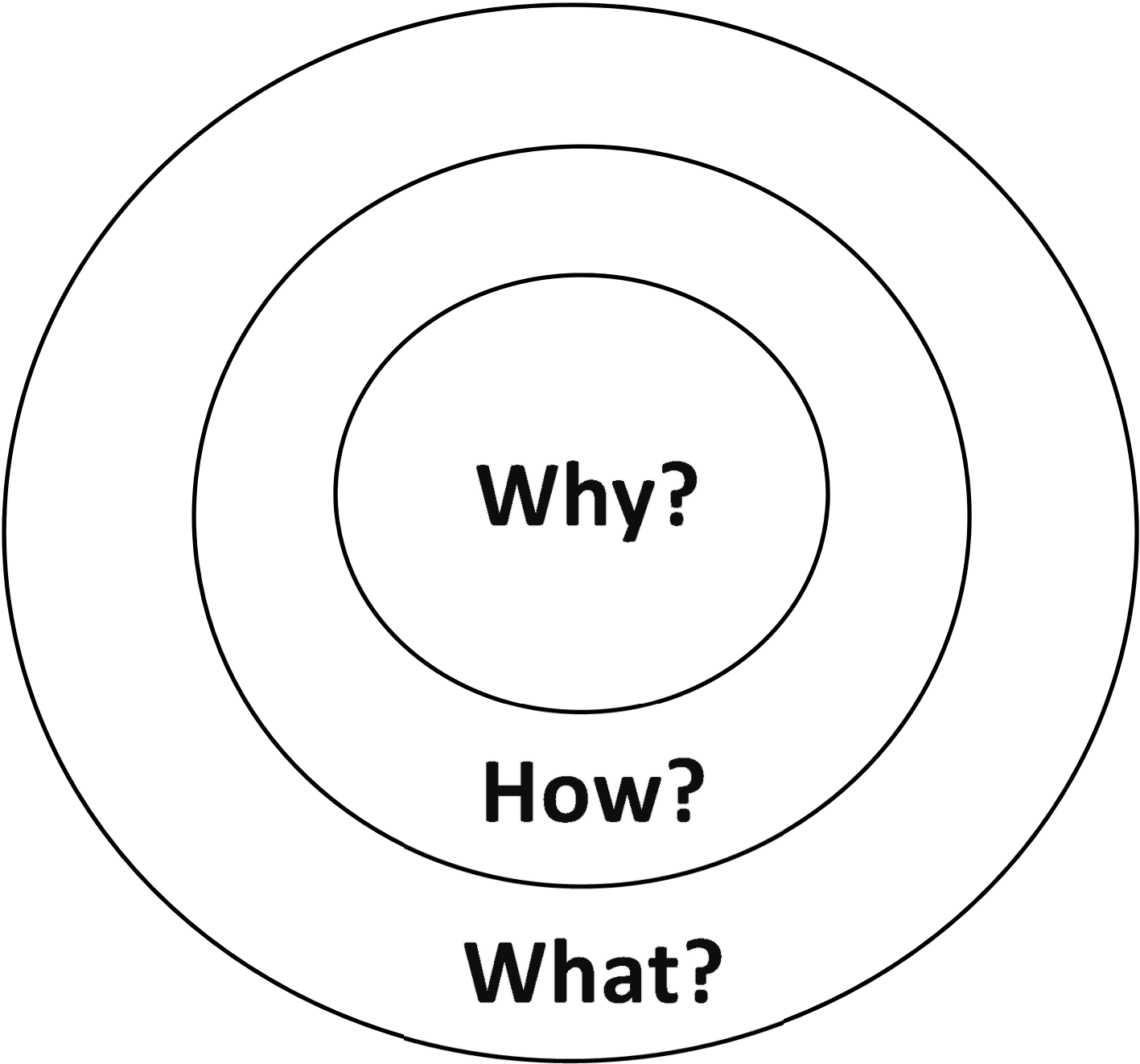
A resume is not your life story. *No one cares.* If your life story were so interesting, you'd have a book deal. The only things that should be on your resume are achievements. Anyone can do their job, but only a small percentage of the population can do their job well, wherever they go.

Don't make your resume a moral statement; it's a marketing document.

Think about when a company announced the launch of their product. First of all, the product is not done. Second of all, it has bugs. And third, the company is probably showing photos of prototypes and the real thing *will look different*.

Don't give everything away in the resume.

The idea of a resume is to get someone to call you. Talk with you on the phone. Offer you an interview. So a resume is like a first date. You only show your best stuff and you don't show it all.



Why?

How?

What?

Resources & Questions



 **infinera**[®]

AJ Thomas

Infinera Corporation

athomas@infinera.com

[The GOP Numbers](#)

[Resume Resources](#)