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Section: Careers

TIP DU JOUR: Customize resume to reach recruiters

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Dan Silver, career development director for Team Builders Plus in Cherry Hill, advises the following to reach job recruiters:

Create a customized cover letter. When answering a job posting, create a table with two columns. Title column one as "Company Requirements" and column two as "My Background." Place the key sections of the job description into column one. In column two provide a short example that illustrates past accomplishments for each type of task.

Constantly update your resume on job boards. With tens of thousands of resumes posted daily, the key to standing out is updating every 24 or 48 hours.

E-mail blast your resume to recruiter lists.

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