

The number one reason why resumes don't make it to a hiring manager is because they haven't passed basic resume rules that managers tell their assistants to watch for.

Hiring managers are busy. They honestly don't have the time to go through the hundreds, and sometimes thousands, of resumes they'll receive for each job application. That's why a lot of the time they get their assistants to go through all the resumes they receive and weed out the ones that are below par.

For example, resumes that are too long won't make it to the hiring manager. It doesn't matter how qualified you are (or how qualified you think you are) for a position, no one is interested in reading a manual about your skills. On average, resumes that exceed two pages are usually set aside and never reach the hiring manager.

Sometimes resumes never even make it to the company you send it to. It's happened where people have surface mailed a resume, but didn't put enough postage on it. So then, of course, the resume won't make it to the hiring manager, let alone the company!

Sometimes resumes don't make it to the hiring manager because the applicant didn't follow the guidelines outlined in the job posting. If a company doesn't want faxed resumes, don't think they're going to overlook this rule to examine your stunning resume!

If the job posting says no phone calls, please don't call. Your name will be remembered once, and not in a good way. Your resume, once you send it in, won't even be considered because you've shown you can't follow simple instructions.

If a company accepts e-mail applications, but doesn't want attachments, don't you're your resume as an attachment. Who cares that your resume in Word or PDF format is laid out beautifully on lovely letterhead that can't be transferred to a simple text e-mail message!

These are a few examples of why resumes never make it to a hiring manager. Be prepared, use common sense, and follow directions and you increase your chances of the manager actually seeing your resume.