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RESUMES INCHING UP

Survey Shows Longer Resumes Now More Acceptable

MENLO PARK, CA -- The “keep your resume to one page” rule may be on its way out, a new survey suggests. While more than half (52 percent) of executives polled believe a single page is the ideal length for a staff-level resume, 44 percent said they prefer two pages. That compares to 25 percent polled a decade earlier who cited two pages as the optimal resume length; 73 percent of respondents preferred a single page at that time. Respondents also seemed more receptive to three-page resumes for executive roles, with nearly one-third (31 percent) citing this as the ideal length, compared to only 7 percent 10 years ago.

Both national polls include responses from 150 senior executives -- including those from human resources, finance and marketing departments -- with the nation’s 1,000 largest companies. They were conducted by an independent research firm and developed by Accountemps, the world’s first and largest specialized staffing service for temporary accounting, finance and bookkeeping professionals.

Executives were asked, “What is the preferable length of a resume for staff-level employees?” Their responses:

	<u>Current</u>	<u>10 Years Earlier</u>
One page	52%	73%
Two pages	44%	25%
Three pages or more	3%	1%
Don’t know/not sure.....	<u>1%</u>	<u>1%</u>
	100%	100%



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They were also asked, “What is the preferable length of a resume for executives?” Their responses:

	<u>Current</u>	<u>10 Years Earlier</u>
One page	7%	28%
Two pages	61%	64%
Three pages or more	31%	7%
Don't know/not sure	<u>1%</u>	<u>1%</u>
	100%	100%

“Many employers are willing to spend a little more time reviewing application materials so they can more easily determine who is most qualified and act quickly to secure interviews with these candidates,” said Max Messmer, chairman of Accountemps and author of *Managing Your Career For Dummies*® (John Wiley & Sons, Inc.).

Although employers may be willing to review longer resumes, job seekers shouldn't go overboard, Messmer noted. “Employers want to see that applicants can prioritize information and concisely convey the depth of their experience,” he said.

Accountemps offers the following do's and don'ts for determining what information to include in a resume:

Do	Don't
<ul style="list-style-type: none"> • Describe key contributions you made at prior roles and how they impacted the bottom line. • Summarize software expertise and other specialized skills. • Devote extra space to describing work experience that is most relevant to the job description. 	<ul style="list-style-type: none"> • Use exact dates of employment. Months and years are sufficient. • Include irrelevant details about your personal life or list your hobbies. • Misrepresent your education or career experience. • Use professional jargon and abbreviations.



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<ul style="list-style-type: none">• Use terms referenced in the job description if they apply. Firms often scan resumes for key words included in the job description.• Reference your activities with professional civic associations, community involvement and knowledge of a second language -- if they relate to the job opportunity.	<ul style="list-style-type: none">• List references or include a lengthy objective.• Use complete sentences; short bulleted statements are better.
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Accountemps has more than 350 offices throughout North America, Europe, Australia and New Zealand, and offers online job search services at www.accountemps.com.

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