



Quick Reference Guide Resume/Cover Letter Screening & Review

There are several aspects of the resume that are important for culling out data that will help you determine if the individual may be a match for the job, the department, and for Bentley:

- **Education/work history** – What are our minimum requirements for this job and how firm are they? Is a certain degree required, and must it be in a specific discipline? Must the individual have a minimum number of years in the field?
- **Multiple job changes** – How many job changes is too many, and did the applicant change for a position of greater or less responsibility? Asking the candidate to explain the rationale behind job changes is a good practice.
- **Gaps** – Are gaps explained in the letter? Gaps alone should not disqualify an individual. There may be a good reason that is not reflected on the resume, such as sabbatical, health or family issues.
- **Achievements and Results** – What difference did the person make to their department or organization? Does the resume convey a sense of initiative, creativity, comfort with change, or other qualities important to the position? The work experience should reflect a record of results as opposed to a series of activities.
- **Personal Biases** – It is important to recognize our own filters and implicit biases when making decisions involving staff selection. Focus on job related information, not on personal similarities or differences. What is it about me that is triggering my response to this person's resume—are they like me in some way? Is there something about the name that I am reacting to? Is there some connection that I relate to on this person's resume? Their hobbies, alma mater, associations?
- **Salary** – If known, is the candidate's desired salary near the approved salary recruitment range? (Note: candidates will often request more salary than they are willing to take.)
- **Writing Skill** – Is the writing clear, succinct, business-like, and without typographical or spelling errors? Does the resume contain too much information and detail, or too little? Does the language used reflect an upbeat or optimistic outlook, or a pessimistic one? It is impossible to know if an individual wrote the cover letter and resume themselves, or if it was produced professionally, but a sloppy or poorly written letter or resume might indicate poor written communication skills.