

# TENDER DOCUMENT OR INTERIM RESUME? APPROACH THEM THE SAME WAY.

In every case we advise that your traditional format resume be tailored for every prospective assignment. When we work with our registered Interim Associates we look closely at the key deliverables of the client's brief and assist with the reformatting of their traditional resumes.

You would never send the same tender document twice, so why send the same resume twice?

- Think about the key outcomes the client is looking to achieve during the timeframe the assignment will run.
- Focus on your most recent key achievements that demonstrate your capability, experience and skills in those areas.
- Think about the culture of the organisation and mirror that in your resume.
- Think about any unique business language that this particular organisation uses, recognises and is comfortable with and use that where appropriate.
  - For example, if the organisation refers to purchasing experience, don't talk about your procurement experience. If they refer to business development, change your language from anything that refers to sales.
- Provide referee details. There's nothing like a referral to provide comfort to the client knowing they can speak with your last client and obtain further insight into your capabilities and style.
- Keep your resume simple, focused and aligned to each assignment. Do not use technical jargon or too many acronyms unless they are specific to that client or industry.
- Research the personality and character of the person who is the decision maker in the organisation.
  - We can provide you with insights here – this knowledge will help you tailor your resume. It will also help you be better prepared for your meeting with the client. If the client is very analytical in their approach your examples need to be strongly evidence based... and prepare to be challenged on them.
- Case Studies are probably one of the most powerful tools you can include; after all, they explain quite clearly your area of expertise, how and when you performed a similar program of work and your success in executing and delivering that piece of work. The situation or example you use, needs to be aligned to the current challenges faced by the client. This gives the client comfort and gives you a common ground/point to refer back to.
- Finally, ask for our assistance. We know the client, we know the marketplace and we Research the personality and character of the person who is the decision maker in the organisation.

## CAN I CREATE THE PERFECT INTERIM CV?

No! As you may have already discovered, everyone in recruitment has an opinion on how to create the perfect CV, many are contradicting, but there is consensus on some key points.

- Aim for no more than three pages unless you are adding Case Studies.
- Outline the results you have achieved, giving greater focus and explanation to your achievements in the last three to four years, as Interim Managers are hired for their current knowledge.
- In particular, highlight any projects which have included interim management, project management or change management.
- Include as many relevant key words as possible, particularly focused on your specialist area.
- Make it easy for the reader by being clear on what you have to offer, note dates of employment in chronological order and be prepared to add notes that will help illustrate your experience when pursuing a particular assignment.
- Create the document in a word file, use a modern type face and avoid photographs!