



# Insider tips from Stryker Recruiters

## **Résumé design:**

Keep your resume simple, yet professional. There are a lot of great tools on the internet to help you create résumé. While adding different fonts, bullets, colors and logo's, looks "pretty", those items can be distracting from the contents you are wanting a recruiter to focus on. They can also not upload correctly into online application systems, therefore making your résumé impossible to read.

Make sure you tailor your résumé to the job or company you are applying for. Be sure to quantify your experience and highlight the impact you made in various roles.

Try to keep your résumé to a two-page maximum. While you may have taken on a variety of tasks at any job, keep your points focused on the role you are currently applying for. You can talk about other experiences and skills during an interview that may be relevant.

Be sure your résumé includes all points of contact for you, including your area code. Recruiters are assigned to various positions and regions, even outside of the area for a role they are recruiting for. Have a professional e-mail address and be sure to list it on your résumé. E-mail is the main point of communication so it is critical you include your e-mail address and check your e-mail frequently.

## **Interviewing:**

Give yourself a quiet place to take a phone interview. Somewhere that you

will have good cell phone signal, and can be free of distractions and noises. You should allow for the interview to be at least 30 minutes. During this time, solely focused on the call and do not multi-task with other items.

Have an elevator pitch. Be able to articulate in 3-5 minutes, your experience and what is leading you to make a career change. Do not read bullet points from your resume, but highlight areas you want a recruiter to hear that can lead to a deeper discussion later on. Make yourself stand-out, be confident in yourself and your accomplishments and sell yourself!

Be able to articulate why you want to work for Stryker, why you are the best person for the job and what you can bring to our organization.

Have a variety of examples. You will talk with several people during the interview process and may get the same or similar questions. It is important to have a mix of examples to avoid using the same example for the same/similar question. Draw from any position you have had, it doesn't just need to be from your current position.

Remember that an interview is a two-way street. As we are trying to learn about you, you should be learning about us. Come prepared with a variety of questions and take notes on additional questions you think of throughout the interview. We want you to leave any interview knowing more about our business and the position, then just

what we tell you. We love questions!

## **Attire:**

Dress for the job you want. Make a good first impression and always err on the side of caution. Business attire is the preferred attire unless you are otherwise told by the recruiter or manager. Use your best judgment and if you're unsure, ask.

## **Compensation expectation:**

It's best to clearly communicate your current compensation (the things that are important to you: base, bonus, vacation days, 401k match, etc.) and what you're looking to earn in your next role. Recruiters will appreciate your transparency and will communicate how your expectations align with the role.

## **Follow up:**

We lose several candidates, regardless of how great their interview(s) went, because they don't follow up. Take a few minutes after each interview to send an e-mail to with whomever you talked and/or met. In a customer service/sales-driven organization, this little step goes a long way. Lack of follow-up in an interview can lead us to question one's lack of follow-up with our customers.

The Stryker logo, featuring the word "stryker" in a bold, lowercase, sans-serif font.