MICHAEL
MANAGEMENT

DREAM SAP JOB

The ultimate guide to landing your dream SAP job. Included in this issue are resume tips, how to be seen when applying online, and advice on SAP training. Learn about SAP certification and what your new boss wants to see. Read on for advice that will get you hired.

Table of Contents

THE APPLICANT TRACKING SYSTEM

Ready to get that job in SAP? Great! Before we start the discussion about SAP training and advancement, we need to talk about the nuts and bolts of your resume. Applicant Tracking Systems (ATS) have changed the way recruiters and HR Department staff evaluate your resume. Here's how to get in the door.

Applicant Tracking Systems

In the current job market, one job post can receive hundreds of applicants. That's why many employers have implemented applicant tracking systems, or ATSs.

ATS is designed to screen for and rank the best resumes using keywords that match the criteria of an open position. This is why your resume must be formatted for an ATS. Even if you have included the correct resume keywords for the job you should also use an "ATS approved" resume format.

- Single column
- Clear section headings
- No serif fonts
- Never put important information in headers/footers
- Follow the exact format for uploading, some may not accept .PDF
- No special characters

Be sure to do an in-depth review of the job posting. Pay attention to the key words in the ad because some reports indicate that ATS systems want to match 75% of relevant key words.

IMPORTANT QUICK TIPS

- Review the job posting and be sure to use important key words.
- Follow the directions carefully when submitting your resume and use the exact format requested.
- Focus on getting past the electronic gatekeeper and get your resume in front of the right person every time.

YOUR RESUME FOR 2019

Achievement Focused

An effective resume needs to be achievement focused. Be sure that you provide a concise value proposition and your most relevant skills and projects. Your resume must be highly targeted and focused toward your target job. Today you cannot submit the same generic resume to many job openings and hope for the best. That will not get you hired in 2019.

A pleasant shift in 2019 - the longer resume. Employers want to learn about you before reaching out. If you have more than five years of experience to highlight, you will need more space. Be sure to keep the font a readable size. Appropriately highlight your skills and achievements and don't be afraid to got to a second page if you have great information to relay.

Have a few gaps in your resume? Here is a blog on how to fill the gaps in your resume.

IMPORTANT QUICK TIPS

- Looking for a professional job? Be sure you have a professional email address. Is your email still KegstandFrank@Hotmail.com ? Maybe it's time to get a new one.
- Set up your voicemail. Be sure you have a clear, quick voice mail message stating your name. And then, check for messages often.
- Use a program like Grammarly or WhiteSmoke. With all of the tools available there is no excuse for poor grammar.

INCREASE YOUR CHANCES OF BEING SEEN WHEN APPLYING ONLINE WITH THESE TIPS

As you have already learned, most companies will use an ATS, so keep all of the tips you just read in mind as you start the application process. These rules will apply for internal job postings as well. Don't phone it in because you already work there.

Read the job posting completely and then visit the website of the company. This will help you further tailor the sound of your resume to be more in line with the company vision. You would not submit the same resume to a non-profit community focused organization as a for profit law firm. Keep the company in mind when completing the application process as well.

Do not use the autofill feature when completing the online application form. Be sure to double check the auto-fill and make any corrections before you hit submit.
Include a link to your LinkedIn profile.
Embrace testing. Many online job boards will also include personality and skills testing as a part of the initial submission process. Be sure that you have appropriate time to complete the testing and are not distracted.

Have you prepared your online presence for your job hunt? You may have updated your LinkedIn profile, but what about all of the other public networks? Here are some great tips to help you spruce up your social image.

It is not an urban legend. Your future employers will look at your social media profiles. Not only is it important to clean up your image, but to add to it as well. SAP Expert John Reed shared his thoughts on how to showcase your SAP skills. It is important that you take the time to improve your on-line persona before you start looking for your next position. In John's article, we will cover several platforms and give you some important reminders of where to look and what to change.

IMPORTANT QUICK TIPS

- Get your LinkedIn profile ready. It's not just what is on your profile, but also your network. Maybe you have too many connections. Here's a great article to read before completing your LinkedIn update.

  Why I deleted 700 LinkedIn connections

I think that you will agree that most employers evaluate you and make a judgment based on what you post on-line. So, present yourself in the best social light. A quick Google search will show you a social account, blog or article you may have forgotten about. It's good to check.

First, do the obvious – delete pictures and posts that show racist or discriminatory comments or actions, delete posts with profanity, partial nudity or illegal activity. Nix everything that shows you had poor judgment.

Once you have taken care of the obvious issues, take a moment to scan your comments. Make sure to hide or delete comments that meet any of the above criteria. Also remove rantings about co-workers, or previous jobs and bosses.

Look at your friends and what they post on your account. If you have some offensive pals, no need to un-friend, you can hide their posts to keep your timeline looking a little more professional.

Double check your profile and bio information. Be sure to update it with current employment (if you choose to list it) and any other relevant information you want to share. You also have the option to set your page to private.

Read more on Your Social Media Presence & Your Job Hunt.

THE ADVANTAGES OF BEING SAP CERTIFIED IN THE JOB MARKET

Knowing how to use SAP is a great advantage in your job and in your career. But should you get certified in SAP? It's one of the most popular and sought-after certifications in IT.

If you're thinking about becoming certified in SAP, there are a lot of excellent reasons to do so. Here, we'll discuss the reasons why you should consider certification, and how it can help you in your career.

What SAP Professionals Think

In our annual SAP training survey, we asked 865 SAP professionals worldwide about their experiences and expectations with regards to SAP training. From that number, we discovered that:
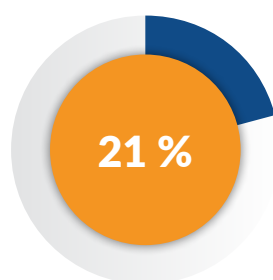
A whopping 53% of SAP consultants were certified...
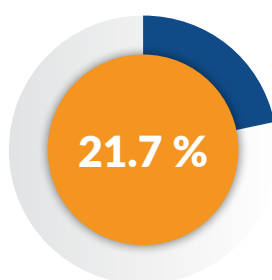...but only 24% of SAP Business/IT analysts were certified
Same for SAP end users: only 24% were certified
A full 95% of these SAP professionals surveyed told us that being certified would definitely be a boost to their career and feeling of job security.
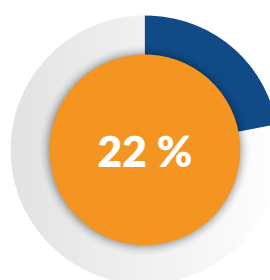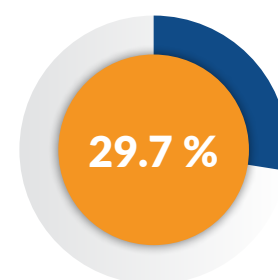
The reasons they gave us were varied:

21 %	21.7 %	22 %	29.7 %
Cited better job security	Cited increased salary potential	Cited promotion potential	Cited new job potential

Becoming SAP certified will not only help you get into the SAP community, but stay there, and become experienced and proficient. You'll find new opportunities to use and improve your skills. You'll also be available for better opportunities while you help businesses become more efficient every day.

A search on Indeed for SAP Certified shows that the average salary for an SAP Consultant is $90,338, and for an Enterprise Architect is $132,011. Wouldn't you want to be in one of these categories?

If you want to stay relevant as a technically savvy professional, you need continuing SAP training.

Your supervisors and future hiring managers will look at your SAP qualifications. Yes, of course, it is great to have experience as an SAP end use user. It is even better to show you went above and beyond and got professional skills training. You can take training for your specific career field. If you are in the human resources field, then earn a certificate as an HR Administrator, HR Manager or HR Payroll Manager. This kind of training is what will put your resume above the rest.

Read more on staying relevant with SAP training.

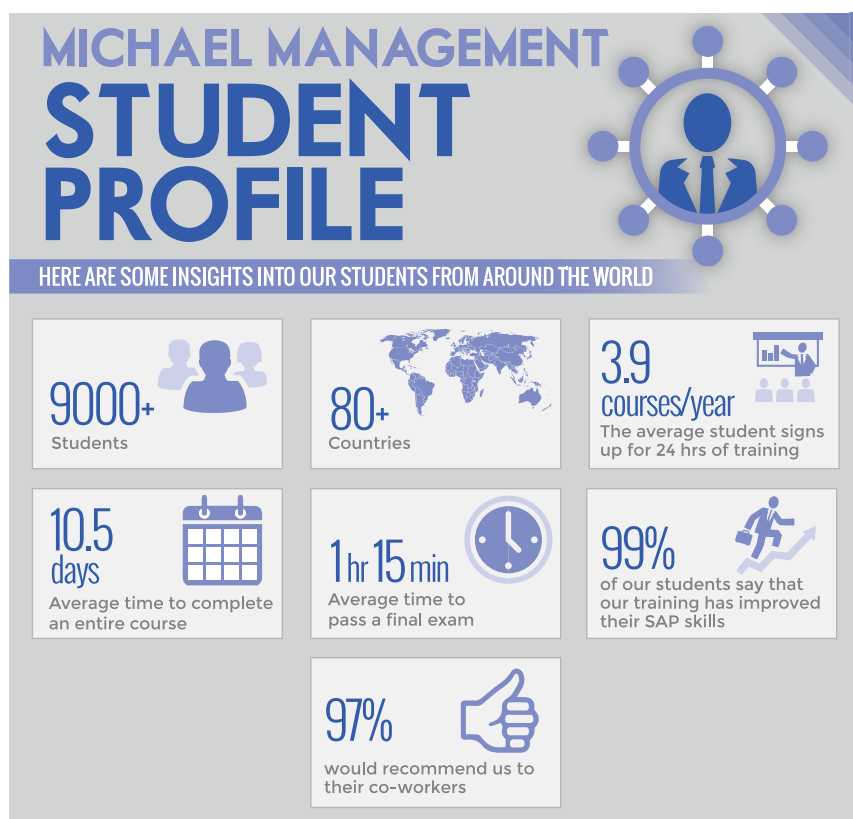| IMPORTANT QUICK TIPS |
| --- |
| • SAP Certification is a major accomplishment. |
| • SAP is a skill that is in demand now, and certified users are routinely chosen over non-certified candidates. |
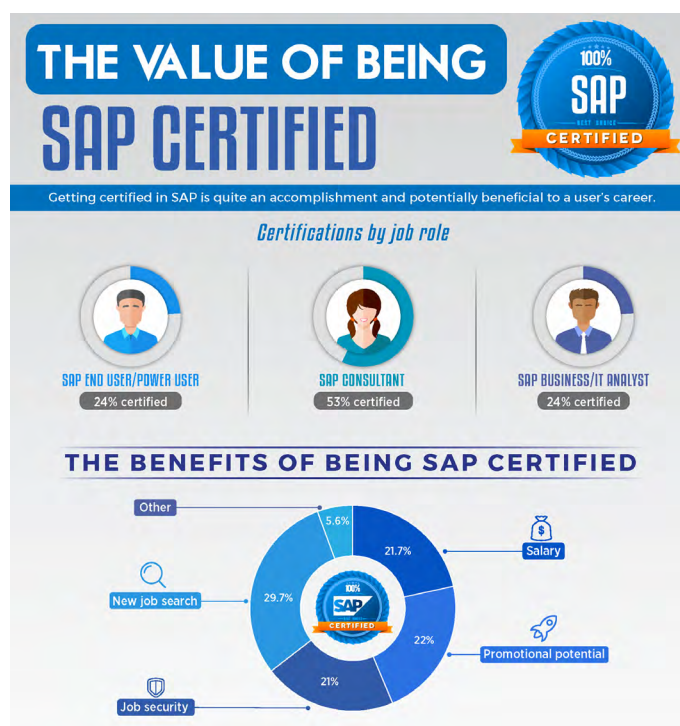
GETTING THE TRAINING

YES! You made the decision. You are going to get your SAP training on and finally get certified. So, now what? Below we will cover the steps necessary to get certified in SAP. Don't worry, I got you.

Start where you are

You want to start your SAP training and you want to make the most of it by training for a certificate. But, which one? The first step to determining what certificate will work the best for you is the most basic. What do you do now? If you are already working as an SAP end user and you are in accounts payable, then you may want to go for the first and most obvious choice and get certified as an SAP Accounts Payable Specialist. To earn this certificate, you will need to take about 20 hours of on-line training, pass quizzes to test your knowledge and then pass a final exam. This can be done at your own pace, so don't panic because you can't put 20 free hours together this month.

IMPORTANT QUICK TIPS

- Make sure you have great Internet access – reliable Internet is important when streaming video, taking notes and taking tests online.
- Develop a study plan schedule – just like "regular" school.
- Don't procrastinate on your training.
- Have a place to learn – go to your designated study place if you can.
- Take a break – if you are training for a few hours at a time, remember to take a break after thirty minutes to an hour on-line.
- Keep the motivation high – when you don't feel like training, come back to your motivation. Think about that new job, promotion, more income, or pride and satisfaction that will come when you complete your training. Focus on the goal.

MICHAEL MANAGEMENT
STUDENT PROFILE

HERE ARE SOME INSIGHTS INTO OUR STUDENTS FROM AROUND THE WORLD

9000+
Students

80+
Countries

3.9 courses/year
The average student signs up for 24 hrs of training

10.5 days
Average time to complete an entire course

1hr 15min
Average time to pass a final exam

99%
of our students say that our training has improved their SAP skills

97%
would recommend us to their co-workers

Start where you want to be

You can also decide to make the leap into a new field and get certified in a skill set you want to move into. While you are the SAP Accounts Payable Supervisor, you may have your eye on SAP General Ledger Accounting. You know that position pays more and you want to apply for a move in the financial department. There is no better way to show you commitment that by becoming certified as an SAP General Ledger Accountant. For this certification path you are looking at about 31 hours of training. There are pre-requisites for this advanced level of accounting as well.

Take a look at the career paths to get Certified in SAP and make the leap toward your future today.

And yes, you do have the time to train. Click on the graphic below to see the average Student Profile.

WHAT ABOUT USING A RECRUITER?

If you are seeking work as a consultant rather than an employee, a great approach may be working with a recruiter.

- Having a good recruiter in your corner as an SAP consultant can help even the most seasoned contractors; establishing a solid relationship with a that recruiter can get you even further. Given the opportunity and the right communication, SAP recruiters can ensure that you are kept in the know and eventually taken on for some of the most exciting / challenging projects in the business. They can facilitate your career and secure a healthy pipeline of prospective projects on your behalf.

- SAP contractors themselves are a unique breed of consultant because of the kind of projects they work on— they are both functional and technical experts and they tend to be internationally mobile. While SAP contractors may develop their own networks of professionals in the field, project cycles can be intense and keeping track of your contacts can be challenging. Because of this, SAP contractors often seek out SAP recruiters to assist them in securing their next project role.

- That being said, it can be tough to find the right recruiter. The SAP recruitment landscape is vast and can be difficult to navigate with projects hard to pin down if you're not fully immerged in the job hunt. SAP recruitment has exploded over the past decade and there are many agencies out there managing any number of jobs— from generalist to niche roles within SAP. It can be tough to figure out which agency may truly specialize your industry and your particular field— let alone which offers the best service. And while it's easy to notice that there are a lot of inexperienced recruiters out there, there are many who have years' of experience in the market and are well trained to help you make your next career move.

IMPORTANT QUICK TIPS

- Focus your approach and find a recruiter that can contribute to your SAP career.
- The best way of getting the most out of your SAP recruiter is meeting with them in person where possible.
- Ask for feedback on your CV or resume
- Recruiters can advise you on potential travel or relocation.
- They have the most market knowledge and can be a great resource for understanding the current job market.
- Read more on How to Maximize Your Relationship with an SAP Recruiter

Once you've established a trusted relationship with an SAP recruiter, it is important to agree next steps and your preferred way of communicating with one another. Communication is key to a good relationship and by agreeing next steps you can eliminate a lot of uncertainty when it comes to any ongoing processes you might enter together. Agreeing next steps is a good opportunity to set and manage your expectations with one another in order to ensure that future interactions do not fall prey to miscommunication.

This last step can be a way not only to maximize your relationship but test it as well. Honoring agreed next steps will let you know that you're not only maximizing the relationship to your benefit, but also make sure that you're in the right relationship.

Are you looking for a specialist SAP recruiter to assist you in your next career move? Global Enterprise Partners has a team of recruitment consultants who are specialized in the SAP market and different industries such as FMCG, Process, Retail, and Hi-Tech (Manufacturing/ Engineering).

EVEN MORE INFORMATION AND ARTICLES

We hope you have gained the knowledge you need to conduct a successful SAP job search in 2019. Here are even more great articles and resources for you to learn from.

The SAP Job Search

"Let's face it, a job search is no fun, and an SAP job search is no exception to the rule. Throwing resumes into the electronic void and getting nothing but robo-responses, the stress of interviewing, and never hearing back afterwards can bring even a strong woman to her knees. Add in the challenge and anxiety of starting in a field where you have limited work experience and the prospects can seem daunting."

How to Add Impact to Your Resume

"...I have excellent Solution Manager experience, but the Certifications will reinforce the content in my resume..."

Showcase Your SAP Skills

"Don't forget to regularly update your SAP skills and accomplishments as you complete new training courses and gain fresh certifications. Typically, you'll be adding to or amending the listings on your profile on LinkedIn and other business social networking websites. "One thing MMC students should keep in mind is that a lot of hiring managers in the SAP arena put a lot of value in recent experience," Jon says. "Being up to date will help you a lot."

Work and Personal Interests Intersect with SAP Training

"My need for SAP training is a personal investment that will help me in my career," Lubomir says. "I like to see a bigger picture and push my limits. That's why I chose eLearning and why I want to learn about other areas of SAP."

SAP Infographics

Yay, everybody loves infographics! Download them all for the latest info on SAP training and SAP certification.