



# CONNECT

A RESOURCE FOR  
CAREER DEVELOPMENT  
& FINANCIAL EDUCATION

Member FDIC



SEPTEMBER 2022

**Enterprise Bank's Diversity, Equity, and Inclusion Value Statement:** At Enterprise Bank, people and relationships come first. We encourage and foster a culture of diversity, equity, and inclusion, where everyone feels valued and respected. We are committed to a caring workplace that recognizes the importance of making a meaningful, positive difference in the lives of our team members, customers, and communities.

Please [click here](#) to view our Inclusion website for more information. To learn about Enterprise Bank's history and Core Values [click here](#).

## Meet Eddie, our Talent Acquisition Specialist

"As the Talent Acquisition Specialist for Enterprise Bank, my focus is to ensure that every employee's success is as valuable to the bank as our core values. Integrity makes us industry leaders. Community reminds us of who we are. If you are interested in joining a consistently recognized organization for what we do for our community and work family, reach out to me today to have a conversation. I can't wait to meet you!"

**Eddie Enea**  
Talent Acquisition Specialist  
978-596-2337  
[Eddie.Enea@ebtc.com](mailto:Eddie.Enea@ebtc.com)



## JOB HIGHLIGHTS FOR SEPTEMBER 2022

HR Operations Specialist – Lowell, MA

Relationship Banker – Derry, NH

Application Engineer III – Lowell, MA

Call Center Specialist I – Lowell, MA

Branch Service Manager  
– Lawrence, MA

Relationship Banker – Salem, NH

Risk Management Analyst  
– Lowell, MA

Deposit Servicing Representative  
– Lowell, MA

Help Desk Specialist – Lowell, MA

Part-Time Relationship Banker  
– Leominster, MA

Special Assets Appraisal Assistant  
– Lowell, MA

Relationship Banker – Dracut, MA

Loan Processing Representative II  
– Lowell, MA

Relationship Banker – Chelmsford, MA

Network Administrator – Lowell, MA

Part-Time Customer Service Rep/Coin  
Operator – Tewksbury, MA

Commercial Lending Officer  
– Lowell, MA

Relationship Banker – Methuen, MA

**For more information or to apply,  
please [click here](#).**



# HOW TO STRENGTHEN YOUR RESUME

Your resume is the most important part of an application. You should treat your resume as if it were the recruiters first impression of you. What do you have to offer that will benefit the company? After your resume is reviewed, the viewer should be able to understand why you would make a good candidate for the position you are applying for.

Here are 3 steps on how to strengthen your resume:

## **SUM IT UP/KEEP IT SIMPLE**

Recruiters review so many applications a day that they want to be able to point out key points of your resume in a quick manner. Opting for a clean layout and font will already catch the recruiter's attention. Summarizing your resume is critical. Keep it short and direct. Making it too long can steer a recruiter away. The general rule is no more than one page unless you have an extensive career or your work experience is highly relevant.

## **HIGHLIGHT RELEVANT SKILLS & EXPERIENCE**

Your resume should target the specific job you are applying for, so using the same resume for every job you apply for is not the best approach. Make sure you highlight and prioritize the skills and experience that are relevant to the role you are applying for. Remember, it's O.K. to get creative if you don't have any experience that relates to the job opening. Work off of the skills you used in past jobs and explain how this benefited that company. There's a possibility that it may relate with the role you are trying to land. You should always refer back to the job posting to help highlight the skills they are looking for.

## **EXTRACURRICULARS/VOLUNTEER**

Lots of employers use this portion of your resume as a conversation starter. Adding hobbies, outside work time investments and volunteer work will only build your profile and create a relationship before the interview. This includes things like, nonprofit volunteering, self-improvement books, play sports, etc. You become more real for the viewer.

JOIN OUR MAILING LIST



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