

Resumes: “Top 10” Common Mistakes

1. RESUME IS TOO FOCUSED ON JUST YOUR JOB RESPONSIBILITIES

Develop accomplishment/results statements by answering the following questions:

- How did you perform the job better than others?
- What were problems/challenges you faced? How did you overcome them?
- What were the results? How did the company benefit from your performance?
- Did you receive any awards, special recognition or promotions as a result?

2. GENERAL AND WORDY OBJECTIVE STATEMENT

Avoid statements like "A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement". Replace it with specifically what you do or what you want to do (e.g., Seeking a position as a C/C++ Programmer.).

3. TOO SHORT OR TOO LONG RESUME

Don't try to squeeze all experiences onto one page because you have heard resumes shouldn't be longer. By doing so may cause you to omit impressive achievements. Do not include irrelevant or redundant experience. If the experience doesn't relate to the objective, don't include it.

4. USING PERSONAL PRONOUNS AND ARTICLES

There should be no mentions of "I" or "me" and only minimal use of articles. Begin with an **ACTION VERB**.

5. PROVIDING IRRELEVANT INFORMATION

Many people include their interests, but they should only include those which relate to the position of interest. Personal information, such as date of birth, marital status, height and weight should not be on a resume unless you are a job seeker outside of the US.

6. USING A FUNCTIONAL RESUME WHEN YOU HAVE A GOOD CAREER HISTORY

Unless you have no work history or excessive job-hopping, avoid the functional format. Employers like to see career progression and the impact made at each position.

7. NOT INCLUDING A SUMMARY SECTION THAT MAKES AN INITIAL HARD SELL

Know the skills and competencies important to the position of interest. The summary should demonstrate the skill level and experiences directly related to the position being sought.

8. WHERE ARE THE KEYWORDS?

Companies often search resume databases by relevant keywords. Determine keywords by reading job descriptions that interest you and include them in your resume.

9. REFERENCES AVAILABLE

Employers know you have professional references; therefore don't use this statement at the end of your resume.

10. TYPOS

One typo can land your resume in the garbage. Proofread and show your resume to several friends to have them proofread it as well. This document is a reflection of you and should be perfect of errors.