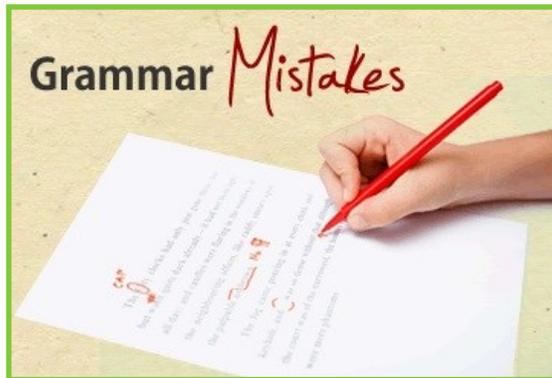


Common Resume Mistakes

Ask yourself this question: Does it matter if I make a mistake on my resume?

It does and in fact it is the quickest way to get screened out of a potential job. In addition to typos and grammatical errors, the biggest mistake is submitting a resume that doesn't match the job for which you are applying. Most employers use screening software that will take you out of contention. Below are some of the most common resume mistakes and tips on how to avoid them.



Avoid misspellings and grammatical errors are killers. Spell check then proofread by placing a finger on each word. Have your document reviewed by a friend or family member. It's hard to catch your own mistake, so having someone else read your resume for you will help. Reading it out loud is another option for catching mistakes.

Avoid not including keywords that match the job posting. Your resume should include the same keywords that appear in the job listing. If your resume doesn't have the right keywords, it most likely won't get passed the screening process because you won't appear to be a fit for the job.

Avoid having too much information. Don't tell your readers everything about each job you held. Focus on the highlights; keep your document to 1 - 2 pages in cases outside of academic and research settings. Use formatting techniques like bullets and short paragraphs to enhance readability.

Avoid writing resume objectives that don't match the job. Avoid using an objective statement which doesn't correspond well with the focus of the target job.

Avoid including a career summary that doesn't match the job requirements. Don't use a mismatched summary of qualifications at the top of your resume. Your key assets in the summary should match many of the key job requirements or else leave it off.

Avoid writing position descriptions that don't show what you accomplished. Avoid job descriptions which simply list your duties or responsibilities. Write active statements which showcase relevant skills and accomplishments.

Avoid being too modest. Share any awards or recognition you have received in a matter-of-fact manner i.e. "Promoted to Director after increasing gross sales by 35%."