

Ten Resume Blunders



Student Services- Mrs. Morris
Fall 2019

#1 - Letting Typos Slip Through

- 84% of employers will toss a resume with a typo
- They will think you did not take the job/application seriously enough to proofread



#2 - Inappropriate E-mail Address

- Remember employers are looking for professionals
- No to bigbootyjudy@hotmail.com



#3 - Listing Irrelevant, Non-job-Related Information

- No hobbies
- No vacations
- No pets
- No family



#4 - Poor Formatting

- Remember: Employers and their HR staffs scan resumes.
- They do not painstakingly read each and every word.
- Being that this is the case, the best thing you can do is make your resume scannable.
- You may use one of the many free resume templates that come with Word or that can be downloaded on the Internet.
- These are the formats employers are used to reading, and it's one easy way you can take friction and hassle out of their reviewing of your resume. Don't get "cute" with formatting!

#5 - Use of Personal Pronouns

- Remember in school when your teacher didn't let you use words like "I" or "me" in essays?
- Keep this rule in mind when creating your resume as well.
- A resume is a **formal** document
 - For example, rather than saying
 - *I oversaw the creation of a new department that generated \$5 million in sales and increased pre-tax profits by 15%.*
 - Say this instead:
 - **Oversaw creation of new department that generated \$5 million in sales and increased pre-tax profits by 15%.**
- If this seems like a lot to remember, just pretend that you are someone else, describing yourself to another person.

#6 - Bragging

- You do want your resume to make you look like a strong candidate.
- What you do not want is obnoxious arrogance, as seen in statements like...
 - “You will never find a better candidate than me”,
 - “My job performance is unsurpassed”,
 - “If you don’t hire me, you’ll regret it!”
- Such statements make you seem cocky and indicate a potential lack of team spirit (or even narcissism!)

#7 - Lack of Bullet Points

- Scanability is essential to creating a good resume.
- One of the most critical elements of scanability is the use of bullet points.
- Do not make the mistake (which many applicants do) of writing everything in as a “wall” of text, hoping that whomever reads your resume will painstakingly peruse your every word to extract the important parts.
 - They will not.
- That being the case, be sure to use bullets early and often!

#8 - Listing References Directly on the Resume

- You should list your references on a separate sheet of paper or, ideally, only provide them when asked.
- Including them within the resume itself only adds bulk (which makes it more tempting to rush through) and does you little good,
- Since references will only matter if and when the employer decides to interview you and advance the process beyond the resume-reviewing stage. When in doubt, leave the references out!

#9 - The “More Is Better”

Mentality

- This is absolutely false.
- In fact, research would probably show that resumes are read less often in proportion to how large they are.
- Whenever possible, try to include only the essential details necessary to convey your main point.
- Only one page in length unless you have a lot of work experience

#10 - Resumes Sent as an Attachment Without Knowing How It Will Look

- We've all been there: you send something out as an e-mail attachment, only to have it look different (sometimes drastically) on your recipient's computer than it does on yours.
- This can be disastrous if the random factor and chaos of the Internet messes up your resume's formatting or bullets!
- Before sending your resume via e-mail, simply "test" send it to a few of your friends and verify how it looks on their computers.
- If it looks as it does on your computer, send it to the employer. If not, find out why and fix it