



COMMON RESUME MISTAKES

RESUME MISTAKES TO AVOID TO MAKE A GREAT RESUME



TIME FOR A RESUME TUNE-UP

We often hear individuals who are struggling to find a job making the statement “If the company would have given me a chance to meet with them I would have landed the job.” First thing to do is to review the resume. Job seekers typically fail to remember that the resume is the teaser, designed to entice the hiring manager to pick up the phone and call you in to meet with you in person. But that’s only half of the battle. Unfortunately, many job seekers never even get to this stage based on basic mistakes on their resume.

Here are some of the common **mistakes** job seekers make **before** submitting their resumes.

TYPOGRAPHICAL ERRORS. MISSPELLINGS. BAD GRAMMAR.

Pretty easy to spot and four out of five resumes contain them. With many computer programs offering spell-check and “autocorrect” functions, many people forget to proofread or edit their own work. While these functions will help you catch the mistakes above, what about “know” instead of “now”, or “on” instead of “no”?

When it comes to grammar, very few hiring managers look for full sentences on a resume, but if you don’t know the difference between “presume” and “assume” or “affect” and “effect”, DON’T USE THEM. The same applies to those “fancy words”. Write with a dictionary, not a thesaurus. Employers may not truly care that you are a bad speller, but these errors are associated with a lack of attention to detail or laziness... not desirable characteristics for any job.



OBJECTIVE STATEMENTS

Countless times job seekers are “ruled-out” because of content in the Objective Statement. Failure to update the Objective to the position that you’re applying for can immediately disqualify you for the position.

Delete the objective statement all together. Why take the risk? Remember, when reading resumes, employers are always seeking a reason to rule you out, not in. Companies today are interested in what you can do for the organization; how much money, time, resources, and widgets can you save them.

THE FINE LINE BETWEEN CONFIDENCE & ARROGANCE

Most hiring managers aren’t going to spend much time searching for skills and creating a “pros and cons” spreadsheet to determine your qualifications. Thus, you have very limited space to make a positive first impression. When you write a resume, it’s usually your one chance to land that interview.

So rather than stating “Top company sales producer during 2011”, try “Top ranked producer of 50 representatives earning the company more than \$5 million in sales revenue”.

CUT WASTED SPACE

Let’s face it, nobody cares that you knit sweaters and actually understand the rules of Cricket unless those are key requirements of the job. They also don’t care that you handled “other tasks as assigned” by your employer. Spend the space focusing on specific qualifications that add value to your target company and add value to you as a professional.





ARE YOU ON THE “DO NOT CALL” LIST?

First, make sure your contact information is correct. The quickest way to lose an interview is to never know you had one, and hiring managers will not retain a private investigator to find you. Also, hiring managers prefer to email yourname@domain.com instead of flirtalicious12@domain.com or mantastic@domain.com.

GENERIC RESUMES = GENERIC REJECTION LETTERS

Hiring Managers can recognize a template-based resume, or one that has been mass mailed in response to numerous job listings. If you don't take the time to prepare it, they won't take the time to read it.

Utilize key words from the job description to focus your resume and highlight pertinent parts of your experience. Don't waste your time on fancy fonts, graphics and designs. If you need these tricks to bolster your resume, you are applying to the wrong job.

IF YOU AREN'T QUALIFIED, DON'T APPLY!

Many individuals get attracted by the company name and apply to positions for which they are clearly not qualified. Using this method to “get a foot in the door” will result in the Hiring Manager remembering you in a negative fashion. When you apply for that position for which you are actually qualified, the response may not be what you desired.

DIFFERENTIATE RESUMES

Resume templates are acceptable, but just like each job you're applying for is different, so should your resume be for each position. Maybe one position requires you to remove a job you might otherwise have on your resume because it is completely irrelevant to the position you're applying for. Modify and tailor your resume to fit the role and requirements for which you are applying.



DELETE PERSONAL DETAILS

Eliminate personal details that go beyond your contact information. Information such as marital status and children, could place the employer in a position where they could get sued for discrimination. Make sure you've listed all relevant information and removed everything that is not pertinent.

REMOVE "REFERENCES AVAILABLE UPON REQUEST"

Employers know you have references. If they are seriously considering you for the position, they will ask for them. Be sure to keep your references updated and notify them that they may be asked to speak on your behalf. You don't want a reference to get called by the employer and have the reference say, "who?"

NEVER LIE OR BE DISHONEST

Employers will call your references and they will check up on your work history. Lying on your resume is one of the easiest ways to be removed immediately from employment consideration.

DON'T LIST EVERY JOB

You should only include relevant and recent positions. Remove any mundane high school and college accomplishments (except for recent graduates). Unless you were valedictorian or graduated college at age twelve, the employer would much rather you fill the page with your job experience and accomplishments as that is much more relevant.



FINAL RESUME ADVICE

Recent studies also show nearly **80% of employers** search for a candidate's "Facebook", "LinkedIn" and other social media sites. Make sure your visible content is appropriate and any information on those sites is as current as your resume.

Inconsistencies or unprofessional material will not be viewed favorably. This goes for your voicemail message as well. The funny inside joke with your friend will not be humorous to the hiring manager and will have them hanging up before they hear the beep.

You won't get a second chance to make a first impression. While this list does not cover all, many job seekers still break some of the most basic rules or defy general common sense.

Last, but certainly not least (and it should go without saying), never fabricate or embellish your credentials or experience.

These **tips** should get you started in the **right direction**. The resume is a fluid document that should always be tweaked specifically to the **job** for which you are applying.

Now, let's get to work.

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