

Writing Resumes

Top 10 Mistakes

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HIRED!

10 Easy Steps
to get the
Job You Want!

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- 1. Poor content.** Your resume should highlight your experience and accomplishments, not your job duties. Employers want to see what you're capable of, not just what your responsibilities are.
- 2. Poorly organized.** Your resume should be organized into discrete sections to focus the reader's attention. Decide whether you want a chronological or skills-based resume and organize it into appropriate sections.
- 3. Not proofreading.** In addition to checking grammar and spelling thoroughly, also make sure your contact information is correct. Have another set of eyes proofread your resume to catch mistakes you might have missed.
- 4. Too generic.** Avoid generic or "empty" statements in your resume. Use concrete examples and descriptions to illustrate what you've done and what you're looking for, rather than vague and meaningless commentary.
- 5. Being misleading.** Providing false credentials, overstating your accomplishments and omitting information are all misleading. Of course you want to position yourself in the best possible light, but dishonesty will catch up with you.
- 6. Poor writing style.** Keep your writing style polished and professional. While you want to demonstrate a certain level of writing competence, don't go over the top with too much creativity.
- 7. Poor formatting.** Typeface, font, margins, bullets and spacing are all important. Legibility is your goal, so don't overdo your resume with too much stylization. Keep it simple and readable.
- 8. Inappropriate length.** An appropriate length for a typical resume would be one or two pages. Longer resumes are reserved for executives or contract workers. If your resume is too short, you're not providing enough detail.
- 9. Too much personal information.** Including hobbies and interests are great, particularly if they illustrate qualities, skills and experiences relevant to the job you're applying for. However, don't overdo it – it's not a personal ad!
- 10. Too repetitive.** Use a variety of action words to introduce each point on your resume. You also want to showcase different experiences rather than list similar ones for every job you've had.

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