

## Common Resume Mistakes

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### No Career Summary, Introductory Statement or Vague Objective

- Most companies don't have time to match unspecified resumes to open positions or to read a paragraph summarizing what you consider accomplishments.
- Employers also do not like broad or vague objectives. Be specific in your Objective or Summary.

### Lack of Keywords and Phrases

- Many companies use scanning software, so you want to use "keywords", which are helpful in being recommended by the computer. Keywords are generally job titles, technical skills, industry jargon, specific traits, and qualifications. Reviewing the job posting can help you determine what keywords you may want to include.

### No Evidence of Your Experience

- Don't just list vague statements or job duties. Instead, focus on accomplishments and results of what you did, or skills that you gained.
- Include experience from areas other than work that can show relevant skills. Experience can be from work, campus clubs/organizations, athletics, community service, etc.

### No Dates Listed

- Although some candidates don't want to put dates to try to avoid age discrimination, if there are no dates, you will not be considered. Employers look at a resume with no dates and think you have something to hide; perhaps the person is a job hopper or trying to hide a long period of unemployment.
- Include months or semesters. Years only works only for people who have been in the industry for years and in jobs for many years at a time.

### Use of Personal Pronouns and Articles

- Do not use I, me, my, etc. Your resume is about you, so "you" can be assumed.

### Irrelevant Information

- Many employers look at a resume for less than 10 seconds. Don't waste time on irrelevant information. They do not have time to guess at your qualifications or experience. If you had non-related jobs, focus on your transferable skills that can help you in the new job.
- Try to focus on current achievements. Employers are less concerned with what you did years ago.

### Poor Formatting

- Lacking bullets and use of bold for section headers and job titles.
- Putting contact information on the bottom of the resume.
- Failing to use reverse chronological order for experience.
- Burying relevant info in resume- the employer is not going to look for it. Tell them up front.
- Too small or hard to read font.

### Typos and Misspelled Words

- This is an example of your business writing skills and attention to detail.
- This is how you would turn in assignments to them and how you would represent their company.