



10 Common Résumé Mistakes

Here's How You Can Avoid Them Too!

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Grammatical Errors and Typos

Your resume needs to be grammatically perfect. If it isn't, employers will read between the lines and draw not-so-flattering conclusions about you, like: "This person can't write," or "This person obviously doesn't care."



Attempting One-Size-Fits-All

Whenever you try to develop a one-size-fits-all resume to send to all employers, you almost always end up with something employers will toss in the recycle bin. Employers want you to write a resume specifically for them. They expect you to clearly show how and why you fit the position in a specific organization.



Highlighting Duties Instead of Accomplishments

It's easy to slip into a mode where you simply start listing job duties on your resume. For example:

- Oversaw market penetration in local community.
- Responsible for all company mailings.
- Worked to increase customer awareness.

Employers, however, don't care so much about what you've done as what you've accomplished in your various activities. They're looking for **action** filled statements like these:

- **Increased** market penetration by \$3,000,000 annually (37%).
- **Introduced** technological solutions resulting in \$250,000 annual reduction in courier fees.
- **Achieved** 33% increase in market share, building customer base from 6 to 200.



Lack of Specifics

Employers need to understand what you've done and accomplished. For example:

- A. Worked with employees in a restaurant setting.
- B. Recruited, hired, trained and supervised more than 20 employees in a restaurant with \$2 million in annual sales.

Both of these phrases could describe the same person, but the details and specifics in example B will more likely grab an employer's attention.



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Going on Too Long or Cutting Things Too Short

In most cases, you should limit your resume to a maximum of two pages, but don't feel you have to use two pages if one will do. Conversely, don't cut the meat out of your resume simply to make it conform to an arbitrary one-page standard.



Going Too Far Back Into Your Work History

Although experience is valued in the workforce employers may think you're too expensive if you list too much experience on your resume. Similarly, don't provide the date of your college graduation if it was more than about 10 years ago to limit the possibility of age discrimination.



Resume Lacks Keywords

Flooded by resumes from jobseekers, employers are now using software to search resume databases for specific keywords that relate to job openings. This means that to increase the probability of your resume being found, it must include keywords:

- Increased **market penetration** by \$3,000,000 annually (37%).
- Introduced **technological solutions** resulting in \$250,000 annual reduction in courier fees.
- Achieved 33% increase in **market share**, building **customer base** from 6 to 200.



Leaving Off Important Information

You may be tempted, for example, to eliminate mention of the jobs you've taken to earn extra money for school. Typically, however, the soft skills you've gained from these experiences (e.g., work ethic, time management) are more important to employers than you might think.



Not Getting a Second Look

Show your resume to several other people and/or have a CareerSource Broward staff member give you a professional resume critique before sending it out. Do they find it effective for the type of job you are after?



Incorrect Contact Information

Ensure that your contact information is correct because no matter the strength of your resume, a wrong phone number or email address may prevent you from getting that next, right job!



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