



TOP TEN Resume Mistakes

(Adopted from Peter Vogt, MonsterTrak Career Coach)
<http://www.mcdaniel.edu/5402.htm>



- (1) **Typos and Grammatical Errors**
 - If you do not make your resume grammatically perfect an employer may come to the conclusion that you are not a good writer or that you do not care.
 - (2) **Lack of Specifics**
 - Move beyond your basic job description.
 - For Example, “Worked with employees in a restaurant setting” lacks details. However, “Recruited, hired, trained, and supervised more than 20 employees in a restaurant with \$2 Million in annual sales” gives the employer a good understanding and attracts attention.
 - (3) **Attempting “One Size Fits All”**
 - Write a resume that clearly shows how and why you fit the position within a specific organization.
 - (4) **Highlighting Duties instead of accomplishments**
 - Employers want accomplishments, not a list of what you’ve done.
 - Stray away from statements such as “Updated Departmental Files.” Use statements such as “Reorganized 10 years’ worth of files, making them easily accessible to department members.”
 - (5) **Going on too long or cutting things too short**
 - Prioritize your accomplishments by which best represent yourself and match the position for which you are applying.
 - (6) **A bad objective**
 - Don’t be generic.
 - Focus on employer’s needs as well as your own.
 - Instead, consider highlighting unique skills in a “Summary” section.
 - (7) **Not Using action verbs**
 - Use action verbs to make statements. Avoid phrases such as “Responsible for”
 - (8) **Leaving off important information**
 - Include soft skills so they can see what you gained during the experience.
 - (9) **Visually too busy**
 - Maintain style without going overboard.
 - Simplify if necessary.
 - (10) **Incorrect contact information**
 - Double check everything, even the small stuff...no exceptions!
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