

Avoid these 25 resume mistakes

The mistakes in the resume will lead to failure to get a job you want. This article shows 25 types of mistakes that should be considered before sending your resume. This will make your resume more neat and orderly, and comfortable to read.

1. No address listed: How can employers know if you are local to the job if they don't know where you live?
2. Too many phone numbers: Just list the number at which it is easiest to reach you (normally your cell phone is best).
3. An email address that is unprofessional or too revealing: If your email includes 1973, I will assume that is the year you were born.
4. A summary or objective that is too generic: If you try to reach everyone with the same message, you'll reach no one.
5. Not changing your resume for every job: see comments above.
6. Using too much underlining or bold- If everything is highlighted, nothing stands out.
7. Including every job your ever held on a resume: The resume is a marketing piece, not a life history.
8. Putting education first when the work experience is more important.
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10. Including work experience that is more than 20 years old.
11. Including dates of graduation when you finished college more than 20 years ago.
12. Failing to include computer skills because you assume that it is obvious you have those skills.
13. Listing Microsoft Office under computer skills when you don't know Access.
14. Listing Microsoft Office and assuming keyword searches for Word, Excel or PowerPoint will bring up your resume in results.
15. Failing to use bullet point to break up job descriptions. Think of a large paragraph as a big cookie. It is hard to chew. Make it more digestible with bullet points.
16. Only describing your job duties and not listing accomplishments.



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17. Listing generic soft skills (team player, hardworking, go getter) without proving them.
18. References Upon Request- Of course! No reason to write this anymore.
19. A resume that is more than two pages (with the exception of those candidates with C-Suite level experience or in the world of education/academic). It is just too long to go through two pages. Your third page (and beyond) will never be read.
20. A picture. In the United States, it is not acceptable to include your picture on a resume.
21. Putting a salary requirement on your resume. Never put your salary requirements on your resume.
22. Including reference information of your resume: This is not the place for it. Protect your references and only provide their information when you are in the formal stages of the interviewing process.
23. Listing "company closed" in the parenthesis next to the job: Many people have worked for companies that then went out of business but no reason to emphasize this on the resume. Save it for the application and 'reason for leaving'.
24. Using a font size that is hard to see. A font between 10-12 point works best.
25. Using a font style that can't be easily read.

You have to know a bit how to make your resume more neat and orderly, and more importantly, it is very comfortable to read, this will make your resume more pleasant.

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