

Common Resume Mistakes to Avoid

Your resume is the first thing employers see and will use to determine whether to proceed in scheduling an interview, so it is important that your resume is the best and most professional reflection of who you are and the results you are capable of delivering. Take note of these tips for eliminating common errors in format, grammar, and content.

Designing the Format

Prospective employers will notice the format of your resume first – so take the time to give your resume a good first impression! Use these quick tips for formatting your resume to avoid some of the structural problems that detract from your resume’s success:

Oops!	Try this instead...
Fill your resume with fancy frills and designs	Make it as clear and crisp as possible to discern your qualifications
Inconsistent placement and formatting of dates, employers, and experience	Check to ensure your formatting of all key elements are uniform
Randomly place your information and experiences	Have a clear, logical order based upon the position you are applying for
Write dense paragraphs	Put your information in bullet points starting with powerful action verbs
Use a one-size-fits-all template	Choose a format that matches what you have accomplished and your audience target is

Editing

Having a polished and accurate resume is essential for your success in job searches. To guide your editing process, watch out for common mistakes with these categories:

- ☑ **TYPOS AND GRAMMATICAL MISTAKES**
 - Proofread, proofread, proofread. Even the slightest mix-up can call your credibility into question and cause a prospective employer to doubt your competency and professionalism.
- ☑ **APOSTROPHES**
 - Remember that student’s is different than students’. Whether your subject is plural or singular, make sure to put the apostrophe in the correct place.
- ☑ **SPELLING OF PROPER NOUNS**
 - Double check the spelling and format of companies and institutions that you may have held job or internship positions at.
- ☑ **ABBREVIATIONS**
 - In general, avoid all abbreviations. They reduce formality in your writing.
- ☑ **COMMONLY CONFUSED WORDS**
 - Beware of commonly confused words (‘customer’ and ‘costumer’, ‘are’ and ‘our’, ‘prospective and perspective’). Carefully review your resume to make sure that you are representing yourself accurately. Remember spell check will not catch these errors!

Tips to Remember:

- ❖ Your resume should be focused on **how you are the right candidate** for the specific position you are applying for and should include the **language of the industry** you are trying to work for.
- ❖ It is not about what you have done, it is about **what you have achieved** – focus on **transferrable and required skills**.
- ❖ **Do not oversell your abilities** – there are serious short- and long-term career consequences for fabricating or exaggerating credentials; your integrity and credibility are at risk.