Avoid These Common Resume Mistakes!

#1 Grammar and spelling errors

Proofread, proofread and proofread again.

Then ask a friend to proofread for you.

Boutique Store
Sales Assistant
- Welcomed customers and assisted them when needed
- Organized the store and kept the shop floor clean
- Helped with ordering and deliveries
- Received 'Sales Assistant of the Year' plague in 2012 and 2014

Mistakes are easy to miss!

#2 Objective/Summary Statement

If you include an objective, don't be vague!

Objective
To find a position where I can utilize my skills and talents to advance and succeed.

Consider using a professional summary instead of an objective.

Recent Computer Science graduate passionate about data engineering and machine learning. Highly-capable leader. Proficient in a range of modern technologies including Python, Java and Scala.

#3 Format

Don't use fancy/different fonts that are often difficult to read.

Easy to read fonts include Times New Roman, Arial and Courier.

Be consistent with formatting throughout the entire resume.

#4 References available upon request

References should be listed on a page separate from your resume.

Don't include the line "References available upon request" at the bottom of your resume.

Here's how to list professional references on a resume:

1. Add the Reference's First Name & Last Name
2. Mention their Professional Position / Title
3. List the Name of the Reference's Company
4. Include the Address of Company
5. Add the City, State, Zip of Company
6. Put The Phone Number of Reference
7. Include the Email Address of Reference

#5 Contact Information

Use a professional email address like @lssu.edu.

Include your LinkedIn url if you have one.

Street address is not necessary – especially if you are posting a resume on social media.

#6 High School

Focus on current, relevant education and experience.

Your high school diploma, debate club, swim team...
was 4 or more years ago.

Employers are more interested in your experiences
that relate to the position you are applying for.

#7 One size fits all resume

Customize your resume for each position you apply for.

Many employers use applicant tracking software to scan resumes.

Use key words from the position description to customize your resume. Match your skills to the listed qualifications.

#8 Over-used, tired terms

Use action verbs to describe your experiences.
Focus on results.

Instead of "Responsible for...", use words like
- Managed
- Designed
- Advised
- Maintained
- Devised
- Implemented

#9 Skills

Include hard and soft skills but make sure they support the position you're applying for.

Examples:

- Proficient with MS Excel pivot tables for accounting
- Planning and implementing professional development workshops
- Provide high quality customer service in a fast paced office environment

#10 Grammar and spelling errors revisited

Proofread, proofread, proofread!

Contact Career Services at gnarkiewicz@lssu.edu with any questions or to have your resume reviewed.