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Resumé Mistakes

Avoid these deadly resume mistakes:

- Short Resume
- Long Resume
- Words to avoid
- Sloppiness
- Jack of all trades
- Misrepresentation
- Misspelled and wrong word usage

Short Resumes

Many job-seekers believe resumes should be limited to one page in length, so they try to squeeze everything onto that one page. To accomplish this, they:

1. shrink the type size, making their resume difficult to read, or
2. leave out impressive achievements.

Show your full range of experience, education, and achievements.

Long Resumes

The purpose of a resume is to get you an interview. It should only be long enough for anyone reviewing the resume to get an accurate representation of your skills and experiences. Personal information like date of birth, marital status, height and weight should definitely be left off. Don't include copies of transcripts, letters of recommendation or awards with your resume unless you've been asked to do so.

Words to avoid

Personal pronouns such as: I, me, we, and us, my, etc. Instead of this sentence: I headed a team of software engineers developing new video game products. In all, we added \$3 million in sales and increased our share of the market by 12%.

Use this instead:

Headed team of software engineers developing new video game products. Added \$3 million in sales and increased market share by 12%.

Resume sloppiness

The most wonderfully written resume can be spoiled by one typo or one misspelled word. Use your spellchecker, and then go over your resume yourself to catch those errors spellchecker may have missed. Have a friend or spouse proofread it. Watch for words that sound alike but have different meanings such as: Role vs roll; insure vs ensure. Also, watch for tense of the verbs in a resume. If the job is not current, you should be using past tense.

Jack of all trades

If these extra skills and capabilities are not relevant, don't include them. Being good in many fields at once gives an impression that you lack focus, and makes a hiring manager suspect that you might not be master of any specific field.

Misrepresentation

Don't exaggerate dates or titles on your resume. Don't hide the fact that you are unemployed, held low-level positions, or hopped around from job to job. However, don't leave such things unexplained, or people may assume the worst. The best strategy is to use your cover letter to turn potential negatives into positives with short, general, and truthful explanations. Under no circumstances should you ever lie on your resume or on employment applications. In most organizations, this is grounds for termination even if it is discovered at a later date.

Misspelled and wrong word usage

Use spell-check and then check for words that may not be picked up with spell-check; words that are spelled correctly, used incorrectly, such as:

- capital instead of capitol
- effect instead of affect
- except instead of accept
- insure instead of ensure
- lead instead of led

- their instead of they're
- there instead of their

Verb Tenses

And finally, please use present tense verbs for your current position and past tense verbs for all the rest.