

Resume Offenders

Caution: Don't Follow in the Footsteps of These Job Seekers

By Robert Half International

Some people land job interviews quickly and easily, while others struggle through protracted searches with barely a nibble of interest from prospective employers. The difference in results might not involve experience level or qualifications, but the quality of the resume. When reviewing dozens (or even hundreds) of applications, time-strapped hiring managers often give resumes only a quick review to determine which candidates should be called for in-person meetings. If your application materials don't command immediate attention, you could be out of luck. Keep yourself in the running by avoiding the resume mistakes of these common characters:

Generic Jen

No two organizations are the same. This simple fact is completely lost on Generic Jen, who submits the same untargeted resume to every company. Instead of taking the time to customize her resume by emphasizing the skills, attributes and professional experience most relevant to each position, she blindly blasts a one-size-fits-all document to any employer with an opening.

***Takeaway tip:** Tailor your content to each opportunity. Whenever possible, integrate relevant keywords found in the job ad. Remember: The more closely your resume matches the prospective employer's qualifications, the better your odds of securing an interview.*

Verbose Vince

Why offer a succinct bullet point when you can say the same thing in six flowery sentences? That's the motto of Verbose Vince, who packs his lengthy resume with a laundry list of fancy five-dollar words and confounding jargon. This long-winded wordsmith "punctiliously

shifts paradigms” and “expeditiously ensures the numerical veracity of weekly sales reports.”

However, Verbose Vince’s reliance on pedantic “businessese” and resume-speak only muddles his message.

Takeaway tip: *The most effective resumes are clear, concise and written in plain English. Cut to the chase and keep it simple by eliminating extraneous words and phrases.*

Careless Carrie

Hiring managers don’t have patience for people who send sloppy application materials. In fact, 84 percent of executives said it takes just one or two typos on a resume to disqualify a candidate from consideration, according to a survey by our company. Careless Carrie hasn’t gotten the message. She undermines her impressive work history by submitting documents littered with spelling slip-ups, grammatical goofs and improper punctuation.

Takeaway tip: *Don’t give hiring managers any reason to question your professionalism or attention to detail. After going over your resume with a fine-tooth comb, solicit proofreading assistance from trusted friends and colleagues.*

Off-Topic Tom

There’s no detail too personal or irrelevant as far as Off-Topic Tom is concerned. This candidate hurts his cause by disclosing superfluous information about all facets of his life. Off-Topic Tom’s cluttered resume addresses everything from his age to his marital status to his favorite hobbies. While more focused job seekers zero in on their most noteworthy professional achievements, Off-Topic Tom highlights his credit score, birthdate and bowling average.

Takeaway tip: *Employers seek well-organized resumes that effectively summarize what professional qualifications you bring to the table. Delete personal information and non-work-related activities that have no bearing on your ability to perform the job.*

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