

Resumes: “Top 10” Common Mistakes

1. RESUME IS TOO FOCUSED ON JUST YOUR JOB RESPONSIBILITIES

Develop accomplishment/results statements by answering the following questions:

- How did you perform the job better than others?
- What were problems/challenges you faced? How did you overcome them?
- What were the results? How did the company benefit from your performance?
- Did you receive any awards, special recognition or promotions as a result?

2. GENERAL AND WORDY OBJECTIVE STATEMENT

Avoid statements like "A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement". Replace it with specifically what you do or what you want to do (e.g., Seeking a position as a C/C++ Programmer.).

3. TOO SHORT OR TOO LONG RESUME

Don't try to squeeze all experiences onto one page because you have heard resumes shouldn't be longer. By doing so may cause you to omit impressive achievements. Do not include irrelevant or redundant experience. If the experience doesn't relate to the objective, don't include it.

4. USING PERSONAL PRONOUNS AND ARTICLES

There should be no mentions of "I" or "me" and only minimal use of articles. Begin with an ACTION VERB.

5. PROVIDING IRRELEVANT INFORMATION

Many people include their interests, but they should only include those which relate to the position of interest. Personal information, such as date of birth, marital status, height and weight should not be on a resume unless you are a job seeker outside of the US.

6. USING A FUNCTIONAL RESUME WHEN YOU HAVE A GOOD CAREER HISTORY

Unless you have no work history or excessive job-hopping, avoid the functional format. Employers like to see career progression and the impact made at each position.

7. NOT INCLUDING A SUMMARY SECTION THAT MAKES AN INITIAL HARD SELL

Know the skills and competencies important to the position of interest. The summary should demonstrate the skill level and experiences directly related to the position being sought.

8. WHERE ARE THE KEYWORDS?

Companies often search resume databases by relevant keywords. Determine keywords by reading job descriptions that interest you and include them in your resume.

9. REFERENCES AVAILABLE

Employers know you have professional references; therefore don't use this statement at the end of your resume.

10. TYPOS

One typo can land your resume in the garbage. Proofread and show your resume to several friends to have them proofread it as well. This document is a reflection of you and should be perfect of errors.

Resumes: Action Verbs

Use action verbs when creating accomplishment or result statements.

Acted	Coordinated	Handled	Processed
Adapted	Corresponded	Identified	Produced
Addressed	Counseled	Illustrated	Promoted
Administered	Created	Implemented	Publicized
Advised	Critiqued	Improved	Purchased
Allocated	Decided	Increased	Recommended
Analyzed	Delegated	Influenced	Reconciled
Applied	Demonstrated	Informed	Recorded
Appraised	Designed	Initiated	Recruited
Approved	Developed	Inspected	Reduced
Arbitrated	Devised	Instituted	Referred
Arranged	Diagnosed	Instructed	Rehabilitated
Assembled	Directed	Integrated	Reorganized
Assessed	Dispatched	Interpreted	Represented
Assigned	Drafted	Interviewed	Researched
Assisted	Edited	Introduced	Resolved
Attained	Educated	Invented	Retrieved
Audited	Enabled	Investigated	Reviewed
Authored	Encouraged	Lectured	Revitalized
Balanced	Engineered	Maintained	Scheduled
Budgeted	Enlisted	Managed	Screened
Built	Established	Marketed	Shaped
Calculated	Evaluated	Mediated	Solved
Catalogued	Examined	Moderated	Specified
Chaired	Executed	Monitored	Spoke
Clarified	Expedited	Motivated	Stimulated
Classified	Explained	Negotiated	Strengthened
Coached	Extracted	Operated	Summarized
Collected	Fabricated	Organized	Supervised
Communicated	Facilitated	Originated	Supported
Compared	Familiarized	Oversaw	Surveyed
Compiled	Fashioned	Performed	Systemized
Computed	Forecasted	Persuaded	Tabulated
Conceived	Formulated	Planned	Translated
Conceptualized	Founded	Prepared	Updated
Consolidated	Generated	Generated	Validated
Contracted	Guided	Prioritized	Wrote