

Resume Pitfalls / What Doesn't Work

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- Poor quality computer printing or typewriting
- Showing only your job descriptions without accomplishments
- One-page, brief resumes for people with considerable experience
- Using small font-size and abbreviated descriptions to fit into one page
- Resumes without cover letters
- Not sending a thank you letter immediately after your interview
- Stating that you possess a degree with no added details
- Listing hobbies, interests, and personal data
- Repetitive wording and use of poor grammar
- Typos, misspellings, and incorrect punctuation
- Unexplained gaps in dates of employment
- Placing references directly in the resume
- Company addresses, supervisor names, or phone numbers on resume
- Courier font, unusual fonts, 'fancy' formatting
- Explanations of 'reasons for leaving' previous positions
- Lying, exaggerating, or misrepresenting your credentials and accomplishments

Resume Tips / What Works

- Showing your accomplishments for each job description
- Your Pager and/or Cell Phone numbers included for quick contact
- Putting your e-mail, and/or web address on the resume
- Two pages if you have at least three years experience
- Referring to your positive job evaluations
- Highlighting your special projects and assignments
- Numerically specific documentation, even if you need to estimate
- Using a summary of your qualifications
- Documenting seminars and workshops you've attended
- Powerful, attention-getting wording
- Volunteer activities and memberships
- Short, dynamic cover letters personalized for each job
- Separate reference sheet and salary history when requested
- Thank you letter immediately after your interview
- Customizing your 'objective' for each position
- Highlighting your computer and technical skills
- Listing favorable details about your education
- Creatively presenting entrepreneurial activities