

# Tips for Job Hunting • Writing a Resume

This tip sheet has been compiled by the staff of the Speaking, Reading, and Writing Center and is based on Peter Vogt's "Avoid the Top 10 Resume Mistakes" on monster.com. Sample resume can be found on the back of this tipsheet.

## Top 10 Resume Mistakes

### 1. Typos and grammatical errors

*Proofread thoroughly...these errors are highly unprofessional*

### 2. Lack of specifics

- ✓ No Detail: "worked with employees in restaurant setting"
- ✓ Effective Detail: "Recruited, hired, trained and supervised 20 employees in a restaurant with \$2 million in annual sales"

### 3. One size fits all

*Employers want resumes written specifically for them. They expect to see how your qualifications fit a position in their organization*

### 4. Highlighting duties instead of accomplishments

*Focus on specific accomplishments VS vague duties that don't reflect the depth of your work*

- ✓ Job duties: "Attended group meetings," "Recorded minutes," "Worked with children in daycare setting"
- ✓ Accomplishments: "Recorded weekly meeting minutes and compiled them in Microsoft Word file," "Developed three daily activities for preschoolers and prepared them for holiday performance"

### 5. Too long or too short

*There is no rule governing resume length, however:*

- ✓ Those with long careers, multiple degrees, publications and/or research will have longer resumes
- ✓ Generally, a maximum of two pages is a good guideline
- ✓ One page resumes are also effective

### 6. Bad objective

*Objectives are outdated and not necessary for the majority of resumes*

### 7. No action verbs

*Aim for more action verbs when describing your work history and accomplishments*

- ✓ "resolved user questions as part of an IT help desk..." VS "responsible for..."
- ✓ "hired, trained and managed..." VS "was in charge of..."

### 8. Leaving off important information

*Temporary, part-time, and low wage jobs still reflect important skills and experience*

### 9. Visually busy

*No multiple fonts, colors, photos, images, or huge blocks of text*

### 10. Incorrect contact information

*Review and update often for changes in email, address, phone numbers, and other contact info for yourself and your references*

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