



# Tips for Job Hunting • Writing a Resume

This tip sheet has been compiled by the staff of the Tutoring Center and is based on Peter Vogt's "Avoid the Top 10 Resume Mistakes" on monster.com.

## 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Objectives are outdated and not necessary for the majority of resumes. Replace objective with a Qualifications Summary, or leave off entirely.

### 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*