

8 BIG Resume Mistakes

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Don't Sell Yourself Short! Learn from these Resume Red Flags!

When you're on the job hunt, **YOUR BEST WEAPON IS YOUR RESUME.**

It must showcase the best of your experience, education, and expertise. It is, after all, what initially sells you to an employer.

But, **one red flag could DOOM any chance of you landing a new job.**

Here are eight **big resume mistakes** to avoid.

1. It lists an objective.

An objective can be a double-edged sword. It sounds sincere, yet it can limit your options.

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Instead, let the cover letter do the talking. Explain in the letter why you want the particular job and why you're qualified. Remember to show an interest in the specifics of the job. This will make you look more professional and focused.

2. It includes the words "duties" and "responsibilities."

When you are writing job descriptions, focus on your accomplishments, not what you had to do.

As an alternative to "duties" or "responsibilities," turn your tasks into achievements.

For example, instead of being "responsible for leading a practice group," consider "directed the practice group to beat their repeat client objective by 10%."

3. It contains spelling and grammatical errors.

We all know to avoid this one. It makes you look sloppy and negates the part of your resume that proudly describes you as "detail-oriented."

The best thing you can do for a resume is send it to a professional resume service or a professional editor.

4. It's written in full sentences.

Try to catch a skimming employer's eye and prove you are worth a second look. Your resume should be short and sweet and bulleted.

5. There are references.

References should always appear on a separate page, and should only be produced when asked for.

Also, be sure to delete the "References: Available Upon Request" line. It's understood that you will.

6. It's too flashy.

In an effort to make your resume stand out, you may find that it gets thrown out!

Don't use non-traditional symbols or fonts. Image files are not appealing either.

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7. It includes a picture.

Including a self-portrait could exclude you for not being serious and may make you appear unprofessional. Let your skills and experience speak for you.

8. It lists an inappropriate email address.

Make the effort to have a professional email address. Keep it simple -- using only your name.

One more tip? Don't use your current work email unless you are self-employed.

Ease the stress of job hunting by polishing your resume.

Make it shine and soon an employer will take notice.

Adapted from article [10 Resume Red Flags](#) by Erin Joyce.

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