

TOP 10 RÉSUMÉ PET PEEVES



Spelling Errors, Typos, and Poor Grammar

Of course, you can use the automatic spell check tools in your computer, but unfortunately, that *won't* catch every mistake. For example, *manger* is a correctly spelled word, but it means something very different from *manager*. Please be sure to pay close attention to those buzzwords related to your field.

Too Duty-Oriented

If you're using your company's job description in your résumé, you're missing the point of your résumé. Recruiters usually already know what the job is. Therefore, your résumé should highlight your accomplishments in that position. You have to show what you have really done by outlining the process, outcomes, and results that are specific to you.

Inaccurate Dates or None at All

Recruiters need to know about *when* and *where* you worked to get a better understanding of your work history, and they will use the dates for background checks. Missing dates, especially for long periods of time, could send up a red flag, and the résumé may be discarded as a result. Therefore, be sure to include specific ranges in months and years for every position. If you have gaps, explain them either in your cover letter or introduction, but *never* in your résumé!