



Common Resume Mistakes

1) Lack of focus

- Direct it towards a specific job- create a new resume for each job
- Don't summarize everything you've done; focus on information, experience, and skills that DIRECTLY apply to the position
- List most relevant experience on the top to gain interest

2) Only listing job titles

- Don't only put down your previous employer/job
- Describe the most important aspects of your work (2-3 bullet points)

3) Only listing duties

- Don't just list duties, also list skills
- List supervisory, leadership, administrative, organizational, technical, communication, and interpersonal skills
- Accomplishments include meeting deadlines, working with large numbers of clients, or working with a diverse group of people