Ten résumé mistakes not to make!

Unprofessional contact information

If you're using an email address that sounds something like "susan&terryshottub@" you're giving recruiters and hiring managers a quick reason to say no. A similar blunder is using an email address that appears like some kind of code "poc_3465@". If you're resume makes it to the interview pile you may never know it because an assistant accidentally miss-typed your email. Give your job search a boost and create a new email address that is simple and professional. Your first and last name is the best way to go.

While you're reviewing your contact information take a few minutes to consider the phone number you're providing. Make sure you're voicemail sounds clear and professional.

Including a "me-focused" objective

Employers are not interested in what you want; they care about solving a problem. They want to hire a person who will solve their problem and are not particularly concerned about where they fit into your career goals. While that may be a question during an interview, on the *resume* you need to focus on how you can help the company. This is where your profile can add real value.

Highlighting job duties, instead of accomplishments

Resumes should primarily have high-impact statements about your accomplishments that relate directly to the job description. This allows you to sell yourself as the best candidate. Avoid phrases like "responsibilities included" or "duties included" and focus on measurable accomplishments that set you apart from other job candidates.

Using hard to read fonts and formatting

Before your *resume* reaches human eyes, it will likely pass through an applicant tracking software system that will determine whether your resume should be moved forward. Fancy fonts and formatting are unreadable to the software and have a high chance of being rejected. In addition, since recruiters and hiring managers will generally review the resume electronically first, online readability is essential. Use simple, clear fonts and avoid fancy lines and graphics.

Listing references on your resume

Your references are a vital resource and you don't want to disrespect their willingness to help you by spamming their contact information to every company that you apply to. Instead, list them on a separate sheet that you provide only when requested as part of the interview process. The simple line "references available on request" is adequate, unless of course you are asked to supply these upfront as part of the application process which is more often applicable for public sector roles.

Including salary expectations

Never include salary related points in the resume. It will distract the reader's attention and you may lose the chance to interview. It's better to keep it out of your resume completely. If this information is requested in a job application it is better to include the information in the cover letter. It is also better to use a wide range for salary rather than a specific number.

Failing to include reason for leaving

If you have gaps in your resume or if you have made job changes that may seem questionable on paper, answer the questions on your *resume*. A hiring manager will ask and answer the question for you if the information is not provided which is not in your best interest.

Poorly organized

While writing your resume, you should maintain a proper order of importance. Make sure it is organised in a way that is easy to follow. Job titles are more important than dates of employment. It's better to put the educational details at the end unless you feel that your education is a stronger selling point that your experience regarding the relevance of the job your are applying for as more significance should be given to the information that meets the need of the employers.

Typos and Grammatical Errors

It may sound insignificant, but a small spelling mistake or grammatical error can cost you the job you are applying for. Your resume needs to be grammatically perfect otherwise it will create an impression of a careless person in the minds of the employers.

Unrelated information

Mention such facts that lend credibility to you as a job applicant. You should avoid stating information in your resume that has nothing to do with the job you are applying for. Very often job seekers make this mistake while telling about their hobbies or accomplishments. If you are applying for a business development position, what sense it would make if you state that you were an arm wrestling champion as one of your accomplishments?