



Help with my Resume

How to ruin your resume

- 1. Have a resume which contains unexplained gaps in employment.**

You might have legitimate reasons for not working, such as illness or extended travel, but the reader won't know that. Be aware that the reader will ASSUME things whenever there is a lack of information. Make sure you fill in the gaps and if there are gaps, be ready for questions.
- 2. Use an Instant Resume.**

Download a template and expect the format to get you an interview. Very few people understand the importance of process when it comes to creating a resume that reads well and makes you shine. The format is secondary to getting the right information, and getting the right information comes from knowing how to interview an applicant. That only comes from many years of experience. That's why so many of our clients come to us after 'fighting the template battle' without success and missing golden opportunities.
- 3. Give the wrong signals**

"Signs, signs - everywhere there are signs". Readers of resumes look for clues, trends and reasons why you should NOT be interviewed. Many short periods of employment could indicate that you can't keep a job or have problems 'getting along' with people. Jobs in your past that are completely unrelated to the one that you are applying for indicate that you don't know what you are applying for - or don't care! Spelling mistakes, words used incorrectly or phrases that aren't consistent with business language can indicate that you have difficulties with English. Make any of these mistakes and your resume is heading for the shredder.
- 4. Ignore the judgement call.**

Remember that the person reading your resume is a person with human feelings, background, and beliefs that may be very different than yours. You may be very proud of that humanitarian or social cause that you spend much of your time on. You may think that the photo that you attach to the resume is attractive, or that your marital status is important to include. You may be an advocate of a certain belief but it is highly likely that any of these messages that you convey to the reader are points which may cause the reader to disagree with you, feel that you are over zealous, or in extreme cases - will reject your resume completely.
- 5. Death by resume! Or the Wham Bam Resume!**

Sure, you're proud of the multitude of projects that you have completed - you worked hard at them. And all that training - all those courses that you studied so hard for. It is tempting to include your entire life in a resume, or the opposite - stick to one page and don't worry about all of that 'extra stuff'. In reality, there is a time and a place for everything and the science of resume building includes the art of get just the right amount of the right type of information - presented in just the right way for each particular employer.

6. **The great (or not so great) cover up!** A cover letter accompanying a resume should only tell the reader a few things:

- You understand the job that you are applying for
- You understand the organization that you wish to join
- That you see how you can add value and 'hit the ground running'
- That you are excited about further discussion about the opportunity

A covering letter that goes on and on about all the things that you are or all the things that you have done is usually a mistake. The reader could think that you are doing that to compensate for a weak resume. Your resume should be strong enough to get you that interview on page one. A cover letter should only entice the reader to read your resume. Say too much in your letter and you risk being rejected.

7. **Use a relatively simple resume.** Have a sister with a computer? Perhaps a relative that has 'seen lots of resumes' and would be happy to build one for you for free. Well unless your relative has many years of experience in Human Resources and hiring, you will likely get what you pay for. Your resume is a vital document in getting you considered for interview. Don't skimp on it, get it done properly.

8. **Lies, lies, and damn lies.**

Research tells us that upwards of 50% of applicants embellish the facts on their resume or blatantly lie. Many employers now have contracted 3rd parties just to perform background checks on applicants. So, even though you didn't finish that education or your job title was actually coordinator and not manager - DO NOT LIE. The truth will come out eventually, either in the interview, in the background check, or after you are working. Misrepresenting yourself is never a good idea and in many cases is reason for immediate termination (not to mention the embarrassment or damage to your reputation)

9. **Don't get help**

Because your resume is so important to your success it makes absolute sense to seek some professional advice. You need to have the very best resume possible to increase your chances of being invited for an interview.

At Resume Hut we've been creating interview-winning resumes for years and coaching and advising clients to help them win the job they really want. Before you start to look for a job, come and spend a free 30 minutes to talk to us about your future. You'll be surprised at the difference we'll make. We get results.