Common Resume Mistakes

These are very easy to fix!

1. Typos/Grammar/Writing in the 3rd person
2. Not considering the specific company/role in your objective or summary
3. Being too general
4. Trying to use one resume for everything
5. Putting your key info on the third page instead of first
6. Just listing your duties and roles instead of accomplishments and results
7. Too much information
8. Buzzword-filled objective or summary statement
9. "Responsible for"
10. All around hard to read formatting
11. Missing/incorrect contact information
12. Using buzzwords or other generic, common statements
13. Including a picture or unneeded personal details like birthday or marital status

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Common Challenges

1. **Gaps between jobs**: Just be able to explain it, and be honest about it.

2. **Your college degree isn't directly related to the job you want:** A lot of degrees are quite broad in the skills they teach you. So think about what you've learned and how it might apply to the role you want. You can also make your work experience more of a focus. Most importantly, use your cover letter and objective statement to show your passion for the role and the company. A lot of companies, if not most of them, are more concerned about your passion and interests than they are about your technical skills. Those can be taught, but no matter how relevant your degree it won't help you fit in if you aren't passionate about the role!

3. **Lack of experience for the field you want to go into:** Even if you don't have experience that exactly matches your interests, I'm sure that some of the skills you have developed are applicable in the role you want. So highlight those skills and what you have accomplished with them. Another reason why you don't just want to list your responsibilities on your resume!

4. **Lots of jobs with short durations:** This is a bit tough – be able to explain it in the cover letter and interview. Ideally you have progressed and advanced, and that counts for a lot. Ultimately you should focus on your strong interest for the role to try and calm any concerns that you will leave within the first year!

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5. **You don't have much experience OR education:** What do you have? Focus on that! Better yet, talk about what you have accomplished because results are results, and you don't need years of experience or lots of degrees to accomplish great things! And again, show your passion and interest, and willingness to work hard and learn. In the end, most employers value those things more than pieces of paper.

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