

ACCURACY

All information on a résumé should be reviewed by multiple people to ensure it is free of errors, misspelled words, or grammatical mistakes. Remember that spell check does not catch all mistakes.

Some common errors include–

- “costumer” instead of the correct word “customer”
- “manger” instead of the correct word “manager”
- “Power Point” instead of the correct word “PowerPoint”

All are actual words, so they are not caught by spell check; however, they don’t have the intended meaning.

Although a résumé is not a legally binding document, all information should be truthful, accurate, and written in the applicant’s own words. Plagiarism is never acceptable, so do not “borrow” statements from friends, résumé examples, or the Internet.

THINGS TO AVOID

INFORMATION

Every country has a unique standard for what to include or not to include when applying for a job. In the United States, certain items are always left off the résumé:

- disabilities
- gender
- height/weight
- manager information
- marital status
- photograph
- political affiliation
- reasons for leaving past jobs
- religion
- sexual orientation
- salary requirements
- social security number/ITIN

Some of this information will be requested on an application, but not on the résumé. If applying outside the United States, follow the standards for that country to ensure you are providing all needed information.

GRAPHICS AND COLORS

Using graphics, clip art, pictures, or fun colors is a common mistake on résumés. Typically students do this to make their document stand out to employers, but it will backfire. The résumé will be remembered, but for all the wrong reasons. Employers will remember the pictures and colors, but not your name or information. Using your skills, education, and experience is the most effective way to truly stand out to the employer and be remembered for the right reasons.

REFERENCES

References are an important part of the job search, but should be left off the résumé. These belong as a separate document and will not accompany the résumé unless the employer specifically requested them. The reference page will have the same header/contact information as the résumé and will include the job title and contact information for each person who has agreed to serve as your reference. Be sure to ask permission to use someone as a reference, supply that person with a copy of your résumé, and send a copy of the job posting if he or she will be contacted. These simple steps will help ensure a higher quality reference, since the person will be more prepared to highlight the most relevant information to the employer. See Recommendations handout for more information.

Before sending your résumé to an employer, bring it to the Career Center for revision suggestions.