

Resume Writing Mistakes You Must Avoid

1

Broad Job Objective

An all-purpose resume is wrong and sending it to any job post won't help you. Thus, keep your copy brief and tailor it to the job requirements.

2

Vague Words

Use action words and make your sentences short. In addition, highlight your skills and add numbers, figures, and metrics.

3

Lengthy Resume

Present your info and achievements in the shortest, yet most concise way. Besides, remove irrelevant info and focus more on your core skills.

4

Wrong Structure and Format

List your info by dividing them into sections—a brief career outline, core skills, education, work history, training, and personal data.

Unnecessary Info

Keep irrelevant info off your outline and remove other personal details such as gender, date of birth, and marital status.

5

Misspellings, Typo Error, and Wrong Grammar

Form precise and proper statements. Although these three may be obscure, don't forget to fix them in your resume.

6

Work Experience

Resolve a lack of or having varied work experience by defining what you did and including volunteer works, awards, civic services, and related activities.

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