12 Common Mistakes In Résumé Writing

1. **Font is too small** — Make sure that your document is legible. A recommended font size is 11 or 12.
2. **Spelling mistakes** — Use the spell-check tool but the best proofreader is another set of eyes. Be sure that there are no spelling errors, poor word choice, or misuse of language. These mistakes are not acceptable as it might appear that you are negligent with your work.
3. **Repetitive words** — Do not use the same verb to describe your work experience. Use a variety of action verbs to prove your transferable and diverse skills. Utilizing different action verbs can highlight the wide range of skills and knowledge that you possess.
4. **Leaving out dates** — Include dates on your résumé. Leaving them out might seem like you are trying to hide certain information.
5. **Inconsistent layout of résumé** — Present your résumé in a consistent layout. Set your margins evenly (right and left sides 1" margins; top and bottom). Have an even amount of space between each heading. Be consistent with your verbiage. For example, if you are describing your current job, use all verbs in the present tense.
6. **Using someone else's words** — It can be obvious that what is written is not in your own words when you do not speak like you write. It is important to prepare your résumé in your own words.
7. **Just having one version** — Résumés need to be "fluid." The critical part is to tailor your résumé content to the job for which you are applying. You may have several different versions depending on the jobs you are targeting.
8. **No cover letter** — A cover letter should be sent out with every résumé. The cover letter is your sales document. It will augment your résumé.
9. **Unprofessional email address** — Use an email address that is professional. Your professionalism has to come through in your résumé.
10. **Cluttered information** — Filter out information that might seem irrelevant to the position. Be wise in choosing certain facts to be included on your final résumé.
11. **Including personal information like age, gender, and head shot** — Personal information, like age, gender, and head shot should not be included on your résumé (unless you are a performing art student).
12. **Using abbreviations or contractions** — Remember your résumé is a formal document, be sure to omit abbreviations or contractions in your words or sentences.