

THE RESUME

THINGS TO AVOID

Dishonesty & “Puff”

It's simple...Don't lie ! Don't embellish ! It's not only unethical, but eventually you'll get caught. You may get away with it for a time, but it **will** catch up with you. Whether technical skills, training, or particular accomplishments, keep it honest. It'll work better for you (you won't get fired two months into the job) and serve the employer much better.

Unprofessional Look

Develop a layout for your resume that has a professional look, whether you do it yourself or with the help of a resume writer. Use the tools in your wordprocessor, perhaps even an adaptation of the templates provided (Microsoft Word). These templates and wizards can make doing a resume easy and have you look like a pro. As with other documents, avoid non-standard, fancy fonts, and use color only if have or use a personal logo. It's really not all that difficult to make sure your resume look “sharp” and professional. By the way, if you're a technical writer, or writer (whatever ilk), that resume better look the part.

Editorializing

It almost goes without saying that you don't use your resume as a place to vent or express your opinions or “poison grape” past jobs or projects. This is sudden death for any resume. Keep personal comments out of the document and focus on the specifics requisite to landing the job.

Vague & Imprecise

In noting job functions get the extra important step, cite your accomplishments. Too often people list their job function without getting down to the specifics required to land the interview, respond to the things the prospective employer is seeking for the position. Tell them specific accomplishments and or achievements so they're able to see the fit. If you supervised people, how many, doing what, and what significant or unique results were realized (if any).