

HOW TO PUT TOGETHER A RESUME, PART 3: MORE MISTAKES



Let's take a look at some more mistakes you may be making on your resume.

DON'T put full sentences on your resume. Recruiters are going to scan your resume looking for keywords. The more text you have, the less likely they will catch the words they want. Keep it terse: *Managed staff of 12 people*, not *I have experience managing a staff of up to 12 people*. **DON'T tout your college experience.** Unless you are less than five years out of college, no one cares what you did there. Young people list college experience to make up for their lack of job experience. Now that you have some jobs under your belt, discuss those. Recruiters want to know you have a college degree, so just say *University of California Los Angeles, 1994, BA Anthropology*. Well, you'd say that if you were me. **DON'T be vague.** When some people describe their past experience with a position, they write what could be a generic job description. Your prospective employer already knows what a Manager of Widget Development does -- he or she wants to learn about what YOU did SPECIFICALLY. You don't have much room, but concentrate on specific duties and accomplishments -- anything that will differentiate you from the dozens of other Managers of Widget Development a recruiter will consider. **DON'T limit your resume to one page.** Often applicants try to cram all their experience onto one side of one sheet of 8 1/2 by 11" paper, believing that recruiters won't read anything after that. This is untrue. You need to make sure all the most important points are on that front page; but if you need the room, go on to page two and even three. But unless you're a college professor writing a CV, never go beyond three pages. **DON'T list your hobbies.** You might think listing hobbies and club memberships will humanize you to a recruiter. Hey, this guy snowboards and is a 3rd Degree Mason -- he must kick ass! In truth, they just don't care. And adding hobbies gives the impression you are padding out your resume. Got any more resume advice? Let us know in the [comments!](#) Read [Part 1](#) and [Part 2!](#)