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COMMON MISTAKES ENCOUNTERED ON RESUMES AND HOW TO CORRECT THEM

Nowadays, lots of people of the civilized world need to write a resume at least once in their life. This might be a student who seeks a job for the first time, or an experienced employee who is looking for a better job, or a person who wants to get a job abroad. Each of them needs to create a resume competently in order to increase the chances of being employed. But many people make serious mistakes

when compiling resumes, even without knowing it. Even if you're a qualified candidate, one seemingly small resume mistake could mean the difference between a job-landing interview and a missed opportunity. Here are the most common mistakes that arise when compiling a resume, ways and tips on how to fix them, or prevent them from occurring.

These are the most serious in order to help them avoid these annoying mistakes, the following list of the most serious mistakes in resumes was made.

Mistake 1: Typos. This one seems obvious, but it happens again and again. A 2013 CareerBuilder survey found that 58% of resumes have typos.

In fact, people who tweak their resumes the most carefully can be especially vulnerable to this kind of error, because they often result from going back again and again to fine tune their resumes just one last time. And in doing so, a subject and verb suddenly don't match up, or a period is left in the wrong place, or a set of dates gets knocked out of alignment. This mistake often occurs in the MBA. Typos are deadly because employers interpret them as a lack of detail-orientation, as a failure to care about quality.

Read your resume from bottom to top: reversing the normal order helps you focus on each line in isolation. Or have someone else proofread closely for you.

Mistake 2: Length. A good rule of thumb is one page of resume for every ten years of work experience. Hard to fit it all in, right? But a three or four or ten page resume simply won't get read closely. As Blaise Pascal wrote, "I would have written you a shorter letter, but I did not have the time." A crisp, focused resume demonstrates an ability to synthesize, prioritize, and convey the most important information about you. Think about it this way: the "sole" purpose of a resume is to get you an interview. That's it. It's not to convince a hiring manager to say "yes" to you (that's what the interview is for) or to tell your life's story (that's what a patient spouse is for). Your resume is a tool that gets you to that first interview. Once you're in the room, the resume doesn't matter much. So cut back your resume. It's too long.

Mistake 3: Formatting. Unless you're applying for a job such as a designer or artist, your focus should be on making your resume clean and legible. At least ten point font. At least half-inch margins. White paper, black ink. Consistent spacing between lines, columns aligned, your name and contact information on every page. If you can, look at it in both Google Docs and Word, and then attach it to an email and open it as a preview. Formatting can get garbled when moving across platforms. Saving it as a PDF is a good way to go.

Mistake 4: Confidential information. There's an inherent conflict between your employer's needs (keep business secrets confidential) and your needs (show how awesome I am so I can get a better job). So candidates often find ways to honor the letter of their confidentiality agreements but not the spirit. It's a mistake. In a very rough audit, it was found that at least 5-10% of resumes reveal

confidential information. For the employers it is evident that they should never hire those candidates ... unless they want your own trade secrets emailed to our competitors.

Mistake 5: Lies. This is the most coarse error. Putting a lie on your resume is never, ever, ever, worth it. Everyone, up to and including CEOs, gets fired for this. People lie about their degrees, GPAs (hundreds of people "accidentally" round their GPAs up, but never accidentally rounded down -- never), and where they went to school (sorry, but employers don't view a degree granted online for "life experience" as the same as UCLA or Seton Hall). People lie about how long they were at companies, how big their teams were, and their sales results, always goofing in their favor.

Mistake 6. Incorrect or missing contact information. The goal of a resume is to land you an interview. If you're missing pertinent contact information, or the contact information you've included is incorrect, you're making it difficult for recruiters to get in touch with you. Also, if you're not detailed enough to provide the correct contact information, what does that say about how well you will do on the job if hired?

Also, be wary of the location and format you use to list your contact information on your resume. Never add your contact information to the Header portion of a Word document or paste your contact information in as an image. Applicant tracking systems (ATS) cannot read that information and will list your contact details as missing or incomplete in the system.