



5 Resume Mistakes That Will Cost You a Job

Technology has changed. Today, most people use the web to get in touch with employers and apply for suitable positions. However, an effective resume still remains the most important part of the job hiring process. Times have changed, and gone are the days when you have to type out your resume on a typewriter. It's the new generation, and resumes have taken a turn from being boring to becoming precise, relevant, and can be what gets you the job. You could go all out and create a fancy resume, but a few resume mistakes could cost you being considered for a particular job. Here's a list of some of the most common resume mistakes people make:

1. Grammatical and Spelling Errors

Most people use Microsoft Word to create resumes, but most reputable software has spell check. So if you've not had the time to run a spell check, you could be in trouble. In other words-make the time. And while it's a good idea to spell check your resume, always double check it for errors that the system might have missed. Grammatical errors are another major error people make while writing their resumes. You need to keep a close eye on certain words that sound the same, but have a different spelling and a different meaning. Some of the most common spelling errors people make while writing resumes is the misplacement of words such as "Your" and "You're." Don't forget to check your resume carefully before you print it, and in case you aren't sure, ask someone with strong English skills to run a check. In fact, it's best to always have a second set of eyes check any document you send to a prospective employer.

2. Incorrect Information

This is one mistake that could cost you your career. There are tons of people who just add stuff to their resume to make it look fancy. If you don't know how to do a certain skill set, don't put it on paper. Your resume should reflect what you can do, not what you can't.

Your personal information is also very essential. If you've submitted a resume with incorrect contact details, you're never going to hear back from the employer.

3. Keeping the Font Too Small and Trying to Fit as Much Information as You Can on One Page

If you're trying to save on pages, DON'T. Flooding your resume with too many words on one page just makes your resume look shabby and untidy. It also makes it very difficult for an employer to



spot your skills and check important information.

4. Leaving Out Important Information

The worst thing that you could do is submit a resume without precise information. Don't forget to mention your previous organizations' names, your tenure and roles. Education and contact information is also important, and leaving this out could cost you the job.

5. Objective Statements

While a number of people consider objective statements a good thing, employers have no interest in what your objective or goal in life is. They are concerned with what you can do for the company and how you can benefit the organization. So instead of writing down an objective statement, tell the employer why you think you'll be a good fit for the position.

Here are some related articles about keeping your resume updated and more specific tips on how to write one:

- [Keep Your Resume Updated](#)
- [How to Write a Resume](#)