

Six Resume Mistakes to Avoid That Are Easy to Miss

Summary: Always have someone read over your resume before you turn it in, and have them check for obvious mistakes and these six not-so-obvious mistakes.



While it is assumed that no one would turn in an incomplete resume, there are other mistakes that you may unknowingly make that will ruin your chances of getting an interview.

1. Using abbreviations- The use of abbreviations makes you look lazy. While it is understandable that you are trying to avoid long sentences and titles, abbreviations make a resume look unprofessional.
2. Using generic lines that serve no purpose- The line "References Provided Upon Request" is a waste of space. Either provide them or not, but it is a waste to state it. "Objective" is another line that is not always necessary since most people do not use it effectively.
3. Inconsistency- If you decide to bold the names of your previous employers, bold them all. If job titles are italicized, italicize them all. However you format your resume, make it consistent.
4. Using too much or too little information- If you try to use a generic resume to apply for a variety of jobs with, there is a good chance that your resume will lack important information. At the same time, the person reading the resume doesn't need to feel like they are reading your autobiography, where you detail every job you have ever had. Keep your resume direct



and to the point, with the needed information given.

5. Using periods with incomplete sentences- If you use an incomplete sentence to describe a job, don't use a period.
6. Changing your grammar tense- When describing job duties at a previous job, use past tense. When describing your current role, use current tense. If you are unsure which to use, use past tense for all descriptions so that you remain consistent.

See the following for more information about resume mistakes:

- **[5 Resume Mistakes That Will Cost You a Job](#)**
- **[5 Resume Myths You Need to Say Goodbye to](#)**

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