

Avoid the Most Common Resume Myths

Summary: Make sure you are following the right advice when putting together your resume so that you will have the best chances of getting interviews.



Tips and guidelines on how to write resumes are floating around everywhere. Some of the advice is good; other advice could ruin your chances of ever getting an interview. Look through this list of common mistakes that hiring managers and other experts debunk and learn the truth about what you should do when putting together your resume.

Myth: Grade point average is the most important factor.

Truth: Examples of your work will be more valued than how you performed in high school or college.

Myth: Resumes should only be one page long.

Truth: If you are right out of school, then one page is enough, but if you have been in the work field for many years then you will have more work experience, qualifications, and achievements than can fit on one page.

Myth: Achievements should be covered in a separate section.



Truth: Bullet your achievements in each relevant section.

Myth: Your entire work history needs to be on your resume.

Truth: Your first few jobs may have no relevance to your current work, so omit them from your resume.

Myth: Resumes should be general in order to increase your chances of getting hired.

Truth: Resumes should address the required skills, experience, expertise, and qualifications for each job.

Myth: Social media doesn't need to be included.

Truth: Social media is often the first place recruiters visit, so it needs to be included.

Myth: Exaggerations and little lies are okay.

Truth: Background checks and reference checks are used to ensure that your resume is truthful.

Myth: Using a PDF document for your resume is better than Word.

Truth: PDF's can actually make you invisible.

Myth: A few grammatical errors or typos are expected.

Truth: Errors or mistakes on your resume tell employers that you are careless.

Myth: Reusing the same resume for multiple job targets is okay.

Truth: Tailor each resume to each application so that only relevant information is included.

Myth: References need to be listed on the same page as your resume.

Truth: Stick with using a separate sheet for your references.

Myth: Don't use color on your resume.



Truth: Color is an example of your personal brand and makes a statement about who you are.

Myth: Provide a list of all your soft skills.

Truth: Soft skills such as “team player” are often overused without examples to back them up.

Read these related resume articles to learn more:

- **[Get a Thumbs-Up on Your Resume](#)**
- **[What You Need on Your Resume to Get an Interview](#)**
- **[Six Resume Mistakes to Avoid That Are Easy to Miss](#)**

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