

The 7 Most Common Resume Mistakes

WELCOME!



I have been working in the recruitment industry in some form or another for the past ten years and during that time I have seen a lot of resumes!

Over the years I have noticed that there are some really common mistakes that lots of people make - regardless of their industry or level of experience.

In this mini ebook, I have set out to explain the 7 most common mistakes and have included some quick, easily actionable steps to improve your resume and help you put your best foot forward when seeking out your dream job.

Want more? In the coming weeks, I will be sharing loads more FREE content that will guide & support you throughout the job application process.

4. TLI

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**(This one is
trickier... it stands
for "Too Little
Information")**

This is the exact opposite of TMI, but can be just as big of a mistake.

The key for both TMI and TLI is relevance. You should ask yourself, "Is this piece of information required by a potential employer who is deciding whether to employ me?"

Things like your qualifications and citizenship status are definitely required.

One other thing that is often missing on a resume, is correct dates of employment. Including only the years of employment doesn't really tell the whole story. After all, 2007 to 2009 could mean that you have worked for an employer for three years, or just over one year. Make sure that you include the months you started and finished each job for full transparency.



5. CONTACT DETAILS

**(Make sure you
are contactable!)**

On too many occasions have I tried to get in contact with a candidate, only to find that their phone number or email address was incorrect!

This becomes a problem for several reasons. Firstly, the obvious. If your contact details are wrong, a potential employer can't get in touch with you to invite you for an interview.

Secondly, like poor spelling and grammar, mistakes in your contact details can suggest that your attention to detail is not up to scratch. That can be rather embarrassing. Especially if you listed "attention to detail" as one of your strengths!

While we on the topic, let's talk about your email address. Your name is always a good choice. Sexyladyyy69... Save that for personal emails.

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