



10 Resume Don'ts

By Vicky Oliver

author of *301 Smart Answers To Tough Interview Questions*.

- 1. Don't make the interviewer guess what job you are going for.** Write a clean, clear objective on the top of the page. Does it entice you when you read it?
- 2. Don't go over one page unless you are in a technical field** or have more than 10 years of experience. (Anyone just out of college should NOT have a two-page resume!)
- 3. Don't automatically assume that you need an Executive Summary.** If your resume has an Executive Summary, use language in it that's DIFFERENT than the way you describe the same experience elsewhere in the resume. If that's not possible, skip it.
- 4. Don't include absolutely everything that you've ever done,** unless it all makes the case for the job that you're going for. Better by far to craft two or three different resumes for different job opportunities.
- 5. Don't change verb tenses in your resume.** Use the past tense. Or use the present tense. But pick one tense and stick with it.
- 6. Don't make up verbs unless you're William Safire.** For example, avoid fictitious verbs like "liaisoned."
- 7. Don't use Helvetica type. It's too boring to read.** Times New Roman has also seen its heyday, and passed it. Pick something else that's clean and easy on the eyes.
- 8. Don't experiment with color unless you're going for a job as a chi chi designer.** Most interviewers would rather see a resume in white, off-white, or cream.
- 9. Don't cram every spare inch of your resume with copy.** Keep some white space. You can always follow up with the details once you secure an interview.
- 10. Don't print up 200 copies of your resume** without running it by at least three people in your field whose opinions you really respect. Why waste the money if you're still making changes?