



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.



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- 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?

Vicky Oliver is the author of five best-selling career development books:
301 Smart Answers To Tough Interview Questions; The Millionaire's Handbook;
301 Smart Answers To Tough Business Etiquette Questions; Power Sales Words;
and Bad Bosses, Crazy Coworkers & Other Office Idiots.