

Common Resume Mistakes by MTSU Students

- No name, email or phone number
- Vague, nondiscript
- Putting references on the resume
- Use of non-supported fonts and symbols
- MS Word Templates
- Personal pronouns; written as a letter
- Personal information (age, birthday, gender, etc.)
- Poor organization of content; focus on the irrelevant
- Pictures and/or graphics; color and/or gray or half tones
- Blank lines that create second blank page when uploaded into system
- Wrong tense for action skill statement or no action skill statements at all
- Fluff objectives; “I need a job” objectives; “how this job will benefit me”
- *Multiple*pages and/or not balanced on the page; inefficient word-wrapping
- Focus on dates not content
- If legitimately more than one page, no name and page number on second page
- Unnecessary information (type 70 wpm)
- Listing, but not explaining; not using field/industry language
- Putting street address, phone and zip code in experience section
- **Absolutely no idea what they want to do and it comes through loud and clear**

Results of resumes uploaded into LJS on 3/13/09:

- ✓ 18 resumes total
- ✓ 4 okay
- ✓ 1 good
- ✓ 13 need significant improvement