

"10 Common Errors," by Cassidy Hill

If you take on the challenge of writing your own resume, remember that errors are common and mistakes can sink your ship. Assumptions, like the belief that everyone lies on their resume, can be detrimental to your success. A resume should be a representative document that provides insight into the best version of you. It should be both flattering and accurate. Here are the 10 most common errors in resume writing:

1. Errors in grammar or spelling;
2. Typographical errors;
3. Errors in the timeframes provided (Remember, you couldn't have been living in San Francisco working towards your undergraduate degree the same month you were in London working for Harrods).
4. Using lies or misinformation (Remember, they will find out if you never obtained that degree);
5. Poor formatting and lack of visual appeal;
6. Crowding in too much information;
7. Unexplained gaps in employment;
8. Too much personal information;
9. Too little meat;
10. The resume doesn't match the job.

Whether you're writing it yourself or seeking professional services, make sure you check for these 10 errors and make corrections before printing the final product. It will be much harder to explain away these errors after you've given a company your resume than correcting them before its completed.