

Seven things you should NOT put in your resume

Knowing what to put in your resume and what to leave out can be as stressful as the interview process.

By Matt Collins

1) Don't make it about you

I know, that doesn't make sense right.

Of course your resume is going to be about you.

But it is important your resume shows the value you can add to the business.

For example, a business owner couldn't care less if this job is going to give you 'great experience' for your future.

They want to know what you can bring to the business, not the other way around.

2) Don't look desperate

There are a lot of people out of work.

Sad but true.

You may be one of those people and if you are, I feel for you.

But don't let that desperation show through in your resume.

For example, a resume which states, "looking for regular paid employment" has been written by a desperate person.

Don't be that person.

3) Less is more

There is a fair chance the job you are applying for has a number of applicants.

A significant number.

Therefore, if your resume has more pages than a Harry Potter novel it is definitely not going to get looked at.

And like one of Harry's spells, you will remain 'unemployed-eramus'.

4) References available upon request?

When did this even start?

You can assume, that your references will be requested.

Not occasionally.

Not sometimes.

Every time.

Put the contact details of professional people you have worked with or dealt with in the past on your resume.

5) Social butterflies are not always popular

Hobbies and weekend activities are not high on your potentially new boss' list of priorities.

But if you think they are relevant and/or valuable to the company then who am I to get in the way?

One word of advice though, if 'catching up with friends', 'going to the movies' or 'getting outdoors' are written anywhere on your resume, you can safely forget about a call back from that company.

6) A picture tells a thousand words.

And each one of them are no.

You may have perfect aesthetic features or a rock, hard chisel stomach but unless your job is at a modelling agency, no one cares.

In fact, a business may even be questioned for giving a job to someone who has provided photos of themselves under the equal employment opportunity regulations.

So if you look as good as Brad or Angelina, congratulations.

But save the half-naked photos for your thousands of Instagram followers.

7) Information overload

Words on a resume are like gold.

Therefore, each one should be carefully chosen.

So it might be worth rethinking any personal data beyond your contact details.

Your age, date of birth, race, sex, sexual orientation, religion, political affiliation, and the names and ages of your spouse and children are not important information to add to your resume.

Wait till you get drunk at the staff Christmas party for all that.