Resume Mistakes which lead to Rejection

Time to revise your resume if you get rejected before getting into the interview hiring process.

Let's see if your resume has any of these six mistakes:

1. Typing errors

You lose your skill in attention to detail if your resume has typos or omitted words, or other mistakes. Attention to details are almost needed in most jobs, employees would have just ignored your application as they couldn't forgive avoidable mistakes on your resume. Get someone to proofread your application materials before you send them off to prevent any mistakes made which you would regret later. Do not rush to send off your materials, just stay calm and pay attention to details in your resume. Make sure every full-stop coma used in right place.

2. Irrelevant information

"References available upon request" or goal statements which essentially say "I want to get this job" aren't adding anything to your resume, of cause they know you want the job. This takes readers time to further seeking what you actually want to get this job. Don't confuse the readers and remember to always writes for the ease to read. Employers will be much informed when you summarise and highlight the key words, and avoid the unnecessary elaboration.

3. Bad format

Most resumes can be accepted in particular computer program formats, such as a word document or text document, or sometimes a PDF. It is so important to ensure that you're using the right format for your resume, you probably hate to lose a job just because the employees could not read your resume which is sent in wrong format.

4. Meaningless words

Best of breed, go-getter, bottom-line, hard worker, strategic thinker, think outside of the box, go-to person, thought leadership, value add, self-motivated, detail-oriented, proactively and track record. Skip these buzzwords and instead include specific functional accomplishments and quantify results to prove your value.

5. Confidential information

It's a big mistake to indirectly/directly mention about your previous experience which informations are confidential. You may get attention of employees with the information, while at the same time, employees may not find you trustworthy which they do not want to hire someone who leak company's confidential information. No one wants to risk hiring someone who will tell secrets to their competitors.

6. Lies

Never lie in your job application. Should it be a lie about your degree, your GPAs, or your working experiences, how long you stayed in that company, how big the teams are and what the sales you hit. You can easily get busted. The internet, reference checks, and people who worked at your company in the past can all reveal your fraud. Don't risk your job in lying, you may get haunted by all these days to days, which follow you forever.

These mistakes can cause you to be out from the short list of candidates employees are interested in even you have the most impressive resume. To avoid ruining your own opportunities of getting the job, be sure to check carefully to avoid these errors from your application materials. You're on your way to impress employers with a great error-free resume.

Accept that it is part of the process to be rejected for a number of times. Just be reminded that 'failure is the mother of all success', stay positive and be motivated to do it better next time, review your resume and improve it. Be determination and keep trying, you will get your ideal job!