



## Top 20 Recruiter Pet Peeves About Resumes

Recently ResumeDoctor.com has surveyed 2,500 recruiters across the US and Canada to find out the Top 20 Resume Pet Peeves Recruiters have about resumes that result in a resume being tossed in the excluded pile. These recruiters stemmed from varied specialties and industries, (Engineering, Information Technology, Sales and Marketing, Executive, Biotech, Healthcare, Administrative, Finance, etc.).

When recruiters receive hundreds of resumes a day, the best strategy to narrow down the "keepers" is through the process of elimination. According to executive search recruiter Terry Cantrell of Panama City, Florida, "People often try to write a resume so generic that a reader has no idea what industry the candidate comes from. Did they manufacture fertilizer, cook and distribute potato chips or assemble computer chips? ... I am usually looking for a reason to exclude resumes, not a reason to include them."

More often than not, your resume will be the only tool to let your reader know why you would be the right person for the job. According to Mike Worthington at [www.ResumeDoctor.com](http://www.ResumeDoctor.com), "Just because you have 20 years of experience, does not necessary mean you have a good resume. It simply means you have 20 years of experience... You may have all the necessary skills and experience, but the way you present yourself through your resume can tell your reader all they need to know."

Listed below are the Top 20 Resume "Pet Peeves", starting with the biggest problems. More detailed insight to each problem can be found at: <http://www.resumedoctor.com/ResourceCenter.htm>

1. Spelling errors, typos and poor grammar
2. Too duty oriented - reads like a job description and fails to explain what the job seeker's accomplishments were and how they did so
3. Missing dates or inaccurate dates
4. Missing contact information , inaccurate, or unprofessional email addresses
5. Poor formatting - boxes, templates, tables, use of header and footers, etc
6. Functional resumes as opposed to chronological resumes
7. Long resumes - over 2 pages
8. Long, dense paragraphs - no bullet-points

9. Unqualified candidates - candidates who apply to positions they are not qualified for
10. Personal information not relevant to the job
11. Missing employer information and/or not telling what industry or product candidate worked in
12. Lying, misleading, especially in terms of education, dates and inflated titles
13. Objectives or meaningless introductions
14. Poor font choice or style, inconsistency formatting
15. Resumes sent in .pdf, .zip files, faxed, web page resumes, mailed resumes; not sent as a WORD attachment, nine character file names with no spaces (indicates your computer skills are outdated!)
16. Pictures, graphics or URL links that no recruiter will call up
17. Lack of an easy-to-follow summary
18. Resumes written in 1st or 3rd Person
19. Gaps in employment
20. Burying important information in the resume

Be sure your resume does not fall under your reader's "pet peeve" list. Know how to market your skills and present yourself in a way that will make your reader want to consider you for a position. Typically, if your resume contains a few, or even one or two, of these "Pet Peeves," your resume will be automatically excluded and your chance of that job will be lost.