



Gone in 60 Seconds - - Top Resume Turnoffs

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Placement professionals will tell you that resume readers, reviewing hundreds of resumes for each open position, will spend less than a minute on each resume. Oftentimes, they will stop reviewing a resume without having assessed the candidate's suitability for a position because something was just not right on the resume.

What common resume mistakes could take you out of consideration for a position within 60 seconds? Following are our Top 5:

1. **Grammatical/spelling errors.** If a candidate is unwilling to take the time and effort to make sure his or her resume is free from grammatical and spelling errors, then what does that say about the quality of work that person will put in on the job? If spelling and grammar are not your forte make sure and have someone who possesses those skills review the resume and all of your pre-employment correspondence.
2. **Resume is too long.** While many recruiters will tell you the one-page resume is a thing of the past and you may go up to two pages, the three to six page resume was never in vogue and should be avoided. If you have a wealth of experience, focus on what is most related to the position for which you are applying and keep the resume to two pages.
3. **A broad all-encompassing objective.** Nothing cries desperation more than an objective that says "I'll take any job as long as it pays." Your objective should be targeted to the specific position. Many have eliminated objectives completely from their resumes, replacing them with professional summaries.
4. **Lack of meaningful, measurable achievements.** Resumes filled with words like "responsible for" and, "duties included" are destined for the recycling bin, while resumes with action and achievement-oriented phrases like "reduced cost by \$4.5 mil" and "improved quality by 35%" are going to be more thoroughly read.
5. **Poorly formatted resumes.** Poorly formatted resumes can be difficult to read and even confusing. Your resume might be reviewed in electronic or printed form. Make sure that it is clear, concise and readable in both formats by using bold type, bullets, and plenty of white space.

In order to avoid these types of issues we recommend:

1. If you are not 100% confident in your grammatical skill, have someone with skills you trust review your resume and all written communications with prospective employers.
2. Select a clean, easily readable format for your resume and stick with it.
3. Customize your resume for each opportunity to bring attention to the most relevant accomplishments and experiences, and to remove items that do not relate to the position.
4. Make sure that your achievements and experience descriptions include a mix of actions, skills, results and challenges.

APD will be conducting a webinar that will help you transform your resume into a powerful career advancement tool. [Click Here for More Information](#)