**Resume Tips**

**Avoid the Top 10 Resume Mistakes**

It's deceptively easy to make mistakes on your resume and exceptionally difficult to repair the damage once an employer gets it. So prevention is critical, whether you're writing your first resume or revising it for a mid-career job search. Check out this resume guide to the most common pitfalls and how you can avoid them.

**1. Typos and Grammatical Errors**

Your resume needs to be grammatically perfect. If it isn't, employers will read between the lines and draw not-so-flattering conclusions about you, like: "This person can't write," or "This person obviously doesn't care."

**2. Lack of Specifics**

Employers need to understand what you've done and [accomplished](http://career-advice.monster.com/resumes-cover-letters/Resume-Writing-Tips/Resume-Dig-Deep-Accomplishments/article.aspx). For example:

A. Worked with employees in a restaurant setting.   
B. Recruited, hired, trained and supervised more than 20 employees in a restaurant with $2 million in annual sales.

Both of these phrases could describe the same person, but the details and specifics in example B will more likely grab an employer's attention.

**3. Attempting One Size Fits All**

Whenever you try to develop a [one-size-fits-all resume](http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/the-one-size-fits-all-resume/article.aspx) to send to all employers, you almost always end up with something employers will toss in the recycle bin. Employers want you to write a resume specifically for them. They expect you to clearly show how and why you fit the position in a specific organization.

**4. Highlighting Duties Instead of Accomplishments**

It's easy to slip into a mode where you simply start listing job duties on your resume. For example:

* Attended group meetings and recorded minutes.
* Worked with children in a day-care setting.
* Updated departmental files.

Employers, however, don't care so much about what you've done as what you've accomplished in your various activities. They're looking for statements more like these:

* Used laptop computer to record weekly meeting minutes and compiled them in a Microsoft Word-based file for future organizational reference.
* Developed three daily activities for preschool-age children and prepared them for a 10-minute holiday program performance.
* Reorganized 10 years worth of unwieldy files, making them easily accessible to department members.

**5. Going on Too Long or Cutting Things Too Short**

Despite what you may read or hear, there are no real rules governing [resume length](http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/How-to-Decide-on-Resume-Length/article.aspx). Why? Because human beings, who have different preferences and expectations where resumes are concerned, will be reading it.

That doesn't mean you should start sending out five-page resumes, of course. Generally speaking, you usually need to limit yourself to a maximum of two pages. But don't feel you have to use two pages if one will do. Conversely, don't cut the meat out of your resume simply to make it conform to an arbitrary one-page standard.

**6. A Bad Objective**

Employers do read your [resume objective](http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/whats-your-resume-objective/article.aspx), but too often they plow through vague pufferies like, "Seeking a challenging position that offers professional growth." Give employers something specific and, more importantly, something that focuses on their needs as well as your own. Example: "A challenging entry-level marketing position that allows me to contribute my skills and experience in fund-raising for nonprofits."

**7. No Action Verbs**

Avoid using phrases like "responsible for." Instead, use action verbs: "Resolved user questions as part of an IT help desk serving 4,000 students and staff."

**8. Leaving Off Important Information**

You may be tempted, for example, to eliminate mention of the jobs you've taken to earn extra money for school. Typically, however, the soft skills you've gained from these experiences (e.g., work ethic, time management) are more important to employers than you might think.

**9. Visually Too Busy**

If your resume is wall-to-wall text featuring five different fonts, it will most likely give the employer a headache. So show your resume to several other people before sending it out. Do they find it [visually attractive](http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/resume-look-important-as-content/article.aspx)? If what you have is hard on the eyes, revise.

**10. Incorrect Contact Information**

I once worked with a student whose resume seemed incredibly strong, but he wasn't getting any bites from employers. So one day, I jokingly asked him if the phone number he'd listed on his resume was correct. It wasn't. Once he changed it, he started getting the calls he'd been expecting. Moral of the story: Double-check even the most minute, taken-for-granted details -- sooner rather than later.

***Format of CV Example***

**Alok Prajapati**

E-mail: [Ak@gmail.com](mailto:Ak@gmail.com)

Mobile: +91 55555 44444

**Objective**

BE(Computer Engg) graduate with excellent knowledge of Microsoft .NET technologies having MCTS certification seeking software developer position in a fast growing organization.

**Summary**

Highly motivated and enthusiastic aspiring software developer with expertise in .NET technology with MCTS certification. Excellent communication with expertise in German. Energetic self-starter with excellent analytical and creative skills.

**Selective Accomplishments**

* B.E.(Computer Engg) from University of Pune with first class distinction.
* Microsoft Certified Technology Specialist for .NET framework and Web applications.
* Final year academic project in Microsoft Business Intelligence (MSBI) technologies.
* Level 2 course completed for German Language.
* Active student member of Computer Society of India(CSI)

**Technical Skills**

|  |  |
| --- | --- |
| **Programming Languages** | C, C++, C# , HTML, Javascript |
| **Technologies** | ASP.NET, Webservices, .NET |
| **Tools** | MS Visual Studio, Visual source Safe, MS office, MS SQL Server, SQL Server Integration Services(SSIS) and Analysis Services(SSAS) |

**Technical Experience**

**Final year academic project**

|  |  |
| --- | --- |
| **Project Title** | Business Analysis for a retail chain |
| **Client** | XYZ retail chain |
| **Technologies** | MS SQL Server 2008, Server Integration Services(SSIS) and Analysis Services(SSAS), Visual Studio |
| **Features** | Business analysis for executive decision making and strategy.   * Input data in 20+ formats * Data collection and cleansing * Business Analysis based on * Customer segments * Regional zones * Product wise Sales * Group wise mappings |
| **Roles and Responsibilities** | * Requirements gathering and analysis * System design * Coding and unit testing * Documentation |

**Summer vacation part-time assignment**

|  |  |
| --- | --- |
| Assignment | Conducting training for German level 1 students |
| Client | Learn German institute |
| Duration | Apr 20XX to May 20XX |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Exam | College/University | Year | Marks |
| BE(Computer Engg) | University of Pune | 20XX | 67% |
| HSC | SSC and HSC Board Maharashtra | 20XX | 72.15% |
| SSC | SSC and HSC Board Maharashtra | 20XX | 75.15% |

**Trainings Attended**

|  |  |
| --- | --- |
| **Year** | **Training on** |
| 20XX | OOAD and UML |
| 20XX | C# Programming |
| 20XX | Application development using ASP.NET 3.5 |

**Awards and Accomplishments**

|  |  |  |
| --- | --- | --- |
| **Year** | **Name Award/Certification** | **Achievement details** |
| 20XX | Microsoft Certified Technology Specialist(MCTS) | 90% score |
| 20XX | 3 rd prize in paper presentation in the inter-college seminars |  |

**Professional Affiliations**

Active student member of Computer Society of India Pune chapter

**Extra-Curricular Activities/ Interests**

* Listening to music
* Playing cricket
* Reading technology and science related books

**Personal Details**

Full Name: Mr. Alok Prajapati

Date of Birth: 10th July XXXX

Personal E-mail: [Ak@gmail.com](mailto:Ak@gmail.com)

Languages spoken: German, English, Hindi, Marathi (Native)

Passport Status: Available. Expiry Jun XXXX

**References**

Available upon request.