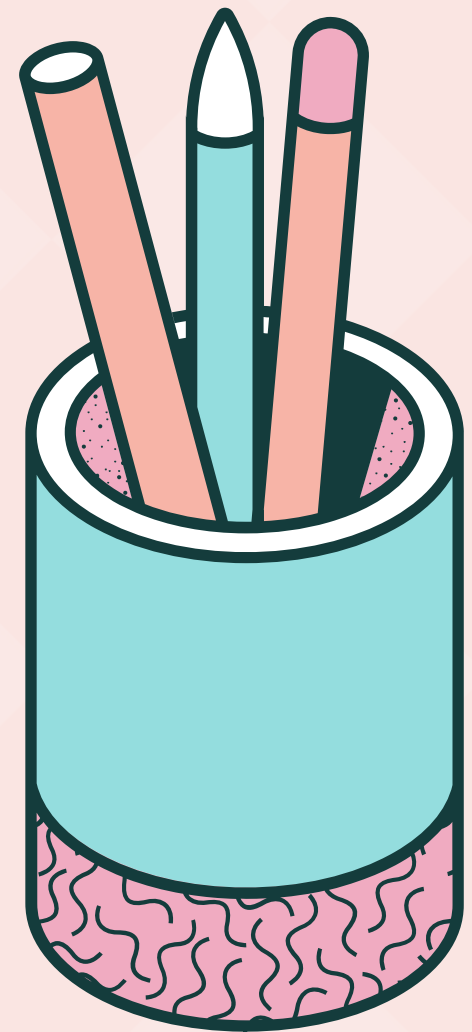NEHA MALHOTRA

HOW TO FIX A RESUME THAT KEEPS GETTING REJECTED?

MISTAKE #1

Most people tend to list responsibilities instead of achievements

Such as : Managed company's social media pages

This is a big mistake because then your resume is similar to other candidates who had the same job role

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HOW TO RECTIFY?

Tell the recruiters how you helped the company improve
Use keywords such as achieved, lead, **accomplished**, **exceeded**
Eg: Increased website traffic by 50% in a period of 2 months

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MISTAKE #2

You are using the same resume over and over for different job applications.

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HOW TO RECTIFY?

Tailor your resume according to the job role that you are applying for.

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MISTAKE #3

Not backing up your achievements with data. Data creates more impact and not including numbers could be one reason why some other candidate is chosen over you.

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HOW TO RECTIFY?

Include numbers in your resume.

- % improvement in website traffic

- Number of sales made

- Number of people you lead

are a few examples

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MISTAKE #4

Adding unnecessary words and details just to make the resume look bigger/more filled.

This usually happens when you are a fresher and you 'try' to make your resume look good but it will only backfire.

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HOW TO RECTIFY?

Be honest about your experience and tell the details in a very crisp manner.

DM IF YOU ARE LOOKING FOR

- RESUME WRITING
- RESUME REVIEW
- LINKEDIN REVIEW
- LINKEDIN COACHING