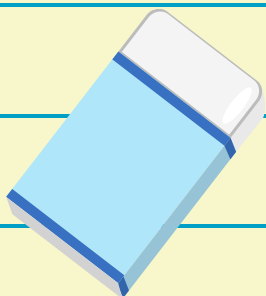


3 Common Mistakes You Will Make In Resume

1. The highlight of your Job Description
2. Academic Oriented Resume
3. Too Much Personal Information



1. The highlight of your Job Description

One of the most common mistakes is filling up your job description with tons of job responsibilities instead of highlighting your achievement.

Eg. Admin Assistant Jun 2018 - Jul 2020

- Answer and direct phone calls
- Organize and schedule meetings/appointments
- Maintain contact lists

general job scopes
not outstanding enough

Best Scenario

- Provided support for nearly **1000** admission for visitors
- Coordinated and maintained up to over **100** clients
- Participated in the "SEA" Lead Conference

Provide informative details that include figures and how you have helped the company instead of just generic responsibilities. It can include how you have learned or acquired a new skill and how it helps the company.

2. Academic Oriented



It's okay if you do not have much or any experience yet. There's no right or wrong to it, but a resume focusing too much on academic shows the employer you do not possess any other skills.

Try to add in some other valuable skills that you can learn during your free time.

Eg. Yishun Junior College 2010 - 2013

Yishun Secondary School 2006 - 2010

Yishun Primary School 2000 - 2006

Best Scenario

- Cut down on the number of education background displayed
- You can add up to 2 latest educational background (recommended maximum 2, unless relevant like MBA, Master, etc)
- Can add in additional skills you have learnt (Eg. Life-saving, Excel, Python, Canva, Social Media, UI/UX, Event Planning)

Provide **Valuable Skill** relevant to your job scope or **Interesting Skills** to show your personality that may add bonus points during the interview.

Eg. Sketching, express my creativity, and I can contribute to the company creatively!

3. Too Much Personal Information



Giving away too much personal information may lead to resume discrimination or biasness.

Therefore, it's essential to think twice about the information you are giving away. Does it make sense or add any value?

Eg. Rachel Ang (Female) 23 , 10th Feb 1998

Yishun Ring, BLOCK 123 #02-123

INFJ, Aquarius , Blood A - , Single

Best Scenario

- Remove unnecessary information like your age, birthday, personality, blood type, horoscope unless stated by the employer. *You have the rights not to give out your personal information.*
- You can add in your address and remove the unit number if you need to provide the information to tell your employer that you live near the company.
- Add in essential details like your phone number or email address so that your employer can contact you.

**Remember, having a good
resume the key to your career**





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