Title:
Avoid These Resume Mistakes!

Word Count:
355

Summary:
It is a mistake to think of your resume as a history of your past, as a personal
statement or as some sort of self expression. Sure, most of the content of any
resume is focused on your job history. But write from the intention to create
interest, to persuade the employer to call you. If you write with that goal,
your final product will be very different than if you write to inform or catalog
your job history.

Most people write a resume because everyone knows that you have...

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Article Body:
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your final product will be very different than if you write to inform or catalog
your job history.

Most people write a resume because everyone knows that you have to have one to
get a job. They write their resume grudgingly, to fulfill this obligation.
Writing the resume is only slightly above filling out income tax forms in the
hierarchy of worldly delights. If you realize that a great resume can be your
ticket to getting exactly the job you want, you may be able to muster some
genuine enthusiasm for creating a real masterpiece, rather than the feeble
products most people turn out.

The good news is that, with a little extra effort, you can create a resume that
makes you really stand out as a superior candidate for a job you are seeking.
Not one resume in a hundred follows the principles that stir the interest of
prospective employers. So, even if you face fierce competition, with a well
written resume you should be invited to interview more often than many people

more qualified than you.

Set aside at least three hours (that's an average length of time to complete a resume if all goes smoothly). Before you start, print out the following set of notes and tape it to your computer, on the wall next to your desk, or someplace where you'll see it throughout the process.

Resume Tips:

Your resume is about your future; NOT your past.

It is not a confessional. In other words, you don't have to tell all. Stick to what's relevant and marketable.

Don't write a list of job descriptions. Write achievements!

Promote only skills you enjoy using. Never write about things you don't want to repeat.

Be honest. You can be creative, but don't lie.