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Why Great Managers Fail to Tailor Great Resumes

Everybody agrees that writing a resume requires a particular talent as well as a little bit of practice and professional advice. This is a very demanding task, but it's crucial for your future career and the profile you make. What matters most is writing a resume that will show how unique you are and why the employer should consider you as the best match for the position you're applying for.

You need to understand that there are certain mistakes people make. Some common mistakes are widespread only among beginners, while others are made by people of all professional levels and ages. Some mistakes are related to external characteristics, while others are more connected with the actual content of the resume.

While creating the job-winning and successful resume it's important to pay attention to details and get the other side's opinion. You might agree that becoming a better writer requires constant self-cultivation and self-development, which means regular writing practice. In this article, we will determine the most common missteps that can mislead even the greatest writers, and find out how to avoid these mistakes.

Do Not Exceed One Page

Don't forget that your resume works the same way as the ad campaign when the customer is made to come into the shop and look for the product. Compress your work story into the highlights of your career, the most important information. Headhunters and recruiters will never read extremely lengthy resumes.

It takes them on average 20 seconds to look through this page before they will switch to another resume. So you need to sell yourself as effectively as you can, using major marketing tools. You should avoid meaningless or vague phrases, and instead shortly describe the impacts of all your contributions in every big assignment you undertook. Being wordy can distract the recruiter's attention and spoil your resume.

Avoid Over-Designing

Try to keep your resume simple and avoid over-designing it with flashy elements, colored features, multiple fonts or intricate format. You should avoid whatever can be considered as visually busy to the employer. Smart use of numbering and bullet points will give your resume a well-organized, clean and easy-to-read structure.

It's not a good idea to impress your reader by the length of your paper. Instead, help them get to the point fast and offer them the cleanest format. Remember, employers are also people, who have hundreds of resumes to look through and often very little time.

Avoid Grammatical Errors

Employers will definitely turn you down when they see misspelling or typos on your resume. It will be automatically discarded if the resume isn't written in perfect English. Make sure you use the correct words rather than trying to be fancy. You have to proofread your CV more than once so that it is well-written without mistakes of any type.

Another useful thing is to double check your contact information, such as email and phone number. Such errors happen all the time and are definitely terrible! Maybe you won't get hundreds of phone calls the next day you've posted your resume, but you

shouldn't give way to despair. There is a number of methods and ways to deal with criticism and feeling unconfident.

Customize to the Job Requirements

It may be hard on one hand, but you need to adjust your resume to each of your potential recruiter's needs, adding the keywords from their job description or those that will help to find it from a pile of documents in the HR department. In other words, the way you present your achievements and abilities should correspond with the requirements of the job.