

**Listed below are the Top Resume “Pet Peeves”
(starting with the biggest problems)**

1. Spelling errors, typos, and poor grammar
2. Too duty oriented – reads like a job description and fails to explain what the job seeker’s accomplishments were and how they were performed
3. Missing or inaccurate dates
4. Missing contact Info, inaccurate, or unprofessional email addresses
5. Poor formatting – boxes, templates, tables, use of header and footers, etc.
6. Long resumes – over 2 pages
7. Long, dense paragraphs – no bullet points
8. Unqualified candidates – candidates who apply to positions they are not qualified for
9. Personal info not relevant to the job
10. Missing employer Info and/or not telling what industry or product candidate worked in
11. Lying and misleading – especially in items of education, dates, and inflated titles
12. Objectives or meaningless introductions
13. Poor font choice or style
14. Resumes sent as PDF file, Zip files, faxes, or mailed resumes; i.e., not sent as a WORD attachment
15. Resumes written with 1st person references, or in the 3rd person
16. Gaps in employment
17. Burying important info in the resume