Things not to put on your resume (Fall 2015)

(Specific details have been modified where needed for privacy reasons or occasionally exaggerated for comedic value)

Personal information

- RESUME at the top of the resume (I'm a trained recruiter, I can recognize a resume.)
- Email address, phone number, etc. labelled as such (I can recognize email addresses, too.)
- Resume with a name, but NO phone number, email address, or other contact info
- Birthdate and marital status
- Photographs: a selfie against a cinder-block wall (or generally, your photo at all)
- Email addresses: s8365056@school.edu (impersonal), healthy.wealthy.wise@isp.com (preachy?), benjaminwilliamharrison@mailsite.com (too long),
- THISISMYEMAILADDRESSINALLCAPITALLETTERS@SOMETHING.COM (caps lock broken?), neodymium.ninja.narwhal@it.com (really?)

Objectives and summaries

- "I am a sophomore … this is my junior year…"
- "Objective: Work in a good environment. Doing what I love."
- "Summary: Live in the future, then build what's missing. It's too late now to be Stripe, but there's plenty still broken in the world, if you know how to see it. There's comparatively little competition for the best ideas, because few founders are willing to put in the time required to notice them. Whereas there is a great deal of competition for mediocre ideas, because when people make up startup ideas, they tend to make up the same ones."
- "As the son of a mechanical engineer I was exposed to mechanical design and the use of many tools since childhood. My grandfather, father, and uncles have built a legacy of hard work and honesty through the family business. I was taught to work hard as a youth and have been employed since I was 12 years old. I have been able to excel in school while holding a steady job. I have been tinkering, designing, and building things for all of my life." (Note: nowhere on his resume does he explicitly state his major.)

Education

- Juniors and Seniors listing ACT scores
- "Burger King Scholar"
- "Earned $19,732 in scholarships, grants, and awards."

Hobbies (Have you ever seen the movie "Despicable Me"? Do you remember the scene where Gru goes to the orphanage to adopt the girls? (https://youtu.be/DDLBrv934pY)

- "Read over 100 country western novels by Louis L'Amour"
- "Pursued honors coursework abroad on the works of Jane Austen" (pursued, but not completed?)
- "Avid spin, bait and fly fishing angler (Caught 21 species of fish including 8 ft. 300 lb. sturgeon)"
- "Louise [sic] Armstrong Jazz Award" (for heaven's sake, spell his name correctly!)
- "Played piano for 13 years from age 6 and onward"
- "Perfect score for violin solo performance"
- "Scuba certified for open water dives. Completion of over 8 dives." (Can't count past 8?)
- "Conversational and literate in Mandarin Chinese. Also speaks Bahasa Melayu."
- "Skilled musician, can serenade co-workers."
- "Voted Most Appalling Bowler"
- "Expert Burger Creator"
- "Soon-to-be Soccer Intramural Champion (I'm the goalie)"
- "190 unique downloads of [my game] in the Netherlands" (see 0:43 in the "Despicable Me" video)
- "62 WPM" (Yes, I assume this is your typing speed, but it could be something else.
- "Built a cabin" (Okay, this is pretty cool, but give me more details)
- " Was a certified biotechnician; speak Russian fluently; play the bassoon; ProStart certified in culinary arts"
- "The Piano Guys featured me and my group in the music video [title] which has 38 million views."
- "Have moved 12 times and lived in 8 states."
- "Won a tennis tournament at 12 years of age."
- "Winner of the 2009 ___ High School dunk contest (and of course I can still dunk)."
- "English (fluent), Cantonese Chinese (conversational)]; 80 words per minute with 100% accuracy" (is that translation speed, or did you randomly change to typing speed?)
- "Built a six-foot trebuchet to launch watermelons."

Work experience

- "Lab Attendant, [department office] – Ripped DVDs…"
- "Worked part time as a pasta chef."
- "Self-checkout operator."
- "Youth Mentoring – Mentored [Horatio], an 11 year old immigrant who doesn't know English."
- One resume for a PhD candidate (who already had a BS and an MS) didn't list *any* work or research experience or publications. What have you been doing all of these years?
- "Achieved customer service experience."
- "Offered fabulous customer service to each customer."
- "Computer literate."
- How much you earned per hour in a job 3 years ago.
- An MS student with a LOT of relevant experience listing a job a Jimmy John's 8 years ago.
- "I am a Tea Barista who has been trained all about the formality, benefits, and vastness of tea."

General

- Spelling mistakes: "Honers", "volenteer", "Borwnsville", "aircraft fuller", "Microsoft Office Suit", "cannon [Canon] camera"
  - Mentioning my company's name in your objective is great. Misspelling it is bad.
- Unnecessary, Inconsistent, or random Capitalization
  - "Awarded the Most Prestigious University Scholarship (Name of Scholarship)"
  - Other interests: Skiing, mountain Biking, climbing, Fly Fishing…
- Switching font sizes, in the middle of sentences or sections.
- Randomly applying **bold**, color, or other decorative flourishes for no reason.
  - Firstname **Lastname** – why is half of your name in bold?
  - Joe McSomething – yes, that c is superscripted and double-underlined
- `This font that looks like it came from a typewriter.  On the entire page.`
- Too many different fonts on one page
- Inconsistencies in your resume – be extra vigilant when updating things!
  - "…has been with the program two years" for something five years ago (in high school).
  - "Graduation: May 2016 (successfully completed first year)." In fall 2015, you'd better be well past your first year if you're graduating in the spring.
  - "Computer Graphics Specialist, Summers 20012-2013 …. Promoted after working with the company for 2-3 years, showing capability to work hard and learn quickly."