

What Not To Put On Your Resume

It's important to know what should appear on your resume. Equally important are the items that should **not** appear on your resume. Here are some examples:

Generic objectives

Your objective should be tailored to the position and the company you are applying for. You may replace your objective statement with a skills summary or professional summary if you think that will better serve you.

Hobbies

Unless your hobby is directly related to your career it's best to leave it off.

"References available upon request."

This is a waste of space. Use the space on your resume to discuss your skills and talents.

Short-lived jobs

Try not to sound like a job hopper. Employers do not appreciate applicants who cannot stick to one job. They want to believe that their employees will be around long enough for them to justify the amount of training involved in the hiring process.

High school information

If you are currently pursuing a college degree, it is evident that you have a high school diploma. Therefore, high school information is irrelevant.

Marital Status

This is irrelevant information and should not be a deciding factor on a job interview.

Religion

Including your religion is too controversial and is irrelevant to the job. So unless you're applying for a job at a religious institution, exclude this information.

Age

Discrimination in terms of age still exists in the hiring process. It should be irrelevant to the job, so leave it off your resume.

Political Identity

This is another controversial topic, hence should not be on your resume.

Social Security Number

You may be a victim of identity theft with your social security number floating around on your resume, viewable to anyone in an HR office.

Photograph

A picture should not determine whether or not you should be hired. Usually resumes with pictures are not even considered, unless it is a job overseas where a picture on a resume may be the norm.

Physical characteristics

Unless specifically related to the position, your height, weight, hair color, etc., are irrelevant on a resume.

A Messy format/bad grammar

There is no excuse for a messy resume. Fix your indents, unequal spacing and other formatting errors as well as typos and bad grammar before submitting your resume. Better still, have your resume critiqued by the Career Services Office professionals at your service.

Low GPAs

Mention your GPA only if it is above a 3.0.