

REASON'S WHY EMPLOYERS MAY NOT REVIEW YOUR RESUME

- **PHYSICAL APPEARANCE IS SLOPPY:** poorly typed and printed, uneven margins or inconsistent spacing, font too small or too fancy to read, paper not appropriate, looks unprofessional
- **ERRORS:** misspelled or misuse of words, poor grammar, typographical errors
- **DISORGANIZED:** information is scattered, hard to follow, employer has to search for information
- **TOO LONG/OVERWRITTEN:** one page, no more than two; unnecessary information, unrelated to your job qualifications, long paragraphs and sentences
- **TOO SHORT:** not enough information, gives only bare essentials of dates and job titles, sparse in describing duties or accomplishments on various jobs
- **WRONG RESUME:** resume does not fit position applying for; content does not support objective
- **INFORMATION NOT CURRENT:** resume does not include current information
- **CONTACT INFORMATION MISSING:** leaving out information such as your name, mailing address or telephone number
- **CONTAINS PERSONAL INFORMATION:** do not include information about age, marital status, health, height, weight, gender, photographs, etc.
- **NO COVER LETTER:** resume misdirected, sending resume without a cover letter