

THE AVERY POINT GROUP

Let Us Lead You to Executive Talent SM

Resume Overkill Dangers

Most advice about writing a resume concentrates on what you should put in. But let's look at what should be left out, or at least minimized.

Salary history or salary requirements:

We have never heard one good reason to mention your past, current, or expected salary. If you see an on-line ad that says, "Only resumes with salary history will be considered," don't believe it. If your resume is strong enough, you'll be contacted. Once contacted, be forthright.

References:

Adding "References: Available Upon Request" at the bottom of your resume is outdated. It is implied that you will make references available upon the request of your recruiter and hiring manager.

Superfluous materials:

When submitting a resume, avoid enclosing such items as photos, diplomas, transcripts, product samples, newspaper articles, blueprints, designs, or letters of recommendation. These are props you can use during your interview, but not before!

Personal information:

Leave out personal information such as, "Married, two children, willing to relocate, excellent health." Think carefully before listing your non-professional affiliations or organizations on your resume, you could give the employer a reason to suspect that your outside activities may interfere with your work.

Remember, the greater the relevancy between your resume and the needs of the employer, the more seriously your candidacy will be considered. Say what you need to get the position... and nothing more.