

Seven main mistakes when writing a resume

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FULL TEXT

The panorama of the lack of job vacancies in Brazil is still worrying. According to estimates, there are more than 13 million people running around looking for a job opportunity. The size of the lines for submitting resumes is growing daily. In this moment of slump, the care taken when putting together a résumé must be redoubled. To make life easier for those who need to leave the worker's business card well done and attractive, the career manager and university professor Ricardo Machado prepared a list with the seven most common mistakes candidates make. According to the career manager, a good resume does not guarantee the dream job opening, but a strategically well-structured resume can take the professional to the job interview. "Some common mistakes keep good candidates from advancing in the selection process and reaching the interviewer," says Ricardo Machado. He also points out that some care when putting together the résumé can help in winning the invitation for a job interview. "The attention and care in the construction of the professional's business card prevents his candidacy from being discarded right away," says Machado.

Get to know the seven mistakes considered the most important by recruitment and selection professionals. Check them out.

1- Prepare a single résumé for all job openings

In a more distant past for the current generation, the typed résumé was sent with several copies for "God and the world". In practice the strategy was to "shoot all over the place". This no longer makes sense for a long time. Today, it is necessary to customize each resume that will be sent, inserting only the information that can contribute to each job opening that the candidate wants to apply for. Each position has its own particularities. Thus, the tip is to only enter what will contribute to the position you want to apply for. If the position is for an administrative assistant, for example, it will not help at all to include or highlight information about the activities as a production assistant that you have already performed throughout your career.

2- Not signaling your objective in the right way

The objective in a resume signals to the recruiter, a position or an area that the candidate wants to work for their experience, expertise or desire to develop. When you apply for a specific position that you know you can handle, the ideal is to highlight in the objective, specifically, the position that is open. Never put in this space information such as "your desire to grow and develop in the company". This does not add anything to the application.

3- Incorrect personal data or difficult to locate

The résumé is like a business card. It is important that it is easy to locate who the candidate is, what he does and how to make contact with the professional in a practical and fast way. So be sure to check that the data provided are correct and right at the beginning of the resume.

4- Insert unnecessary data or that do not contribute to the position

Only include in the resume what really matters. So, it does not matter to highlight the experience and skills for mechanic, for example, if the vacancy you are applying for is for commercial supervisor. You also don't need to put pictures and number of documents. The recommendation is to focus only on the information that can highlight something for the position you want to apply for.

5- Not detailing the main duties

Many times the candidate fails to be called or to gain points in the recruiter's initial evaluation for not highlighting

exactly what he did in the positions he worked. For example, what exactly they did as an attendant. Of course, the very name of the position already indicates that it serves people. But in what way? Only in person or also by phone? After attending, did you make the referrals? Did you receive goods? Did you have to make daily reports in Excel? The more the candidate details, personalize the information, the clearer the information will be for the recruiter and also will be highlighted attributions that the professional can draw attention to something that is good and what the vacancy requests.

6- Not separating the information by sections

Remember again the analogy with the business card. Find the precise and objective information in a practical and fast way. There you go. This should be your resume. Separate the information into blocks so that the recruiter can easily find the information he or she is looking for about the candidate. So, by blocks of information, separate the personal data of who is applying for the vacancy and how to find the candidate; your objective as we highlighted above; education (remember to insert only what is pertinent, as highlighted in item 4); qualification courses; and finally, work experience, starting from the most recent to the oldest and putting only the information of positions that add up, add up to the vacancy.

7- Portuguese mistakes

Unfortunately, some grammatical mistakes in resumes may cause them to be discarded at the first reading by the recruiter. We all know the educational deficit we have in our country. Of course, some jobs require more than others in terms of good communication. And all of this within the context of the position and the level of education that the position requires. But a more attentive care with the good use of our language at the moment of producing a resume can help a lot, not only for a better communication, but also to highlight positively the candidate in the eyes of the recruiter. Do a good grammar check before sending your resume for your next job application.

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