

Resume Myths

One page is always best.

Your resume should be both clear and concise; you don't have to fit all your relevant professional experience onto one page. It is OK, and even common, to have a resume that is one and a half to two pages long. See the next myth, however, before you go crazy with that.

Bigger is better.

Longer resumes make it more difficult for potential employers to see your accomplishments and qualifications easily. To be concise and current, focus on relevance and significance to the position. Length can vary. One page is acceptable for beginning or limited experience/education: two pages for more extensive experience or education.

Unusual is creative.

An unusual resume will catch a potential employer's eye, but probably not the way you want. To a potential employer, unusual resumes serve more as a warning sign than a sign of creativity. Of course, what qualifies as "unusual" depends on your field or industry. Not sure what's normal for your field or industry? Ask a career advisor!

Style doesn't matter.

A potential employer won't take the time to dig through a cluttered resume. If they can't scan your resume easily, then it's all for nothing.

They'll never check.

Most businesses check references and accomplishments. Some do very thorough research, including talking with previous employers and co-workers.

My references will speak for me.

References just take up valuable space on your resume. The primary purpose of a resume is to get an interview. References will come later. At this point, qualifications are key.

Well-diversified equals well-rounded.

Like references, a hobbies and interests section uses space necessary for selling your skills. **Delete it.**

A picture paints a thousand words.

And all those words are bad. Don't include one. Submitting a photo with your resume puts a potential employer at risk for violating Equal Opportunity legislation. Many employers won't interview those who submit a personal photo.

My cover letter will cover the bases.

Although a cover letter is extremely important, your resume should do the heavy lifting. In fact, many potential employers will skip to the resume because cover letters don't often provide any new or additional information. Focus your efforts on building a clear and concise resume first.

A functional format is superior to a chronological one.

Functional resumes are typically harder to read and comprehend because it's not always clear which responsibilities and experiences belong to which employer. Other formats will increase your chances of landing an interview.