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# 10 Things to Never Put on Your Resume

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# 10 Things to Never Put on Your Resume

- For job seekers, the resume may be the most important document they need.
  - What's on that simple piece of paper can mean the difference between landing an interview and landing in the circular file.
  - While most job seekers concentrate on what they *should* include on their resume, few pay attention to what they *shouldn't* include.
  - This article explores 10 things you should never put on your resume.
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# A crazy objective

- So you want to be the next Bill Gates. Terrific! And you may even have the chops to make it happen. But please don't put it in your objective statement.
  - Outlandish, overconfident, or "out there" objective statements almost always ensure that the rest of your resume isn't read.
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# Irrelevant job experience

- Sure, the summer after freshman year you spent as Harry's Hot Dog Hut mascot was the best ever.
  - But unless you're applying to wear the Gorilla suit for the Phoenix Suns, leave it out.
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# Achievements that aren't achievements

- Being nominated prom queen is not an achievement.
  - Nor is belonging to a sorority or fraternity.
  - And that award you won in a competitive eating contest? That's right--not an achievement.
  - Stick to professional and community service awards only.
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# Physical characteristics

- Hiring managers don't care if you have "ripped abs" or "a smokin' bod," so please don't describe yourself that way.
  - In addition, pictures should never be included with your resume unless you are an actor or model.
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# Strange hobbies

- It's fine to include a hobby or interest or two, as long as they aren't the type to raise eyebrows.
  - Avoid listing hobbies such as "knitting sweaters for my 12 cats," and "twisting balloons into animal shapes."
  - Stick to less detailed and more generic hobbies, like "reading," "gardening," "mountain biking" and "playing tennis."
  - And keep them to a minimum.
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# Private matters

- Sexual orientation, religious and political affiliations, marital status, age, and whether you have children should not be included on your resume.
  - Some of these things are controversial and/or irrelevant, while others may unwittingly influence the hiring manager.
  - Leave them out.
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# Bad grammar and obscure words

- Describing yourself as a "Verry detail oriented multi-taster" is likely to get no other response than, "Yeah, right" before it's passed around the HR department for laughs--and then tossed.
  - Don't try to impress with big words. No one needs to know you are endowed with "sophrosyne," when "good sense" will do.
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# Unprofessional contact information

- If your email address is [crazybeerdrinker@dummy.com](mailto:crazybeerdrinker@dummy.com), don't include it on your resume.
  - Email addresses are free and most accounts allow you to get several.
  - Either get a new, professional address or delete it from your resume.
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# Personal information

- Your resume is no place for your social security number or other sensitive information.
  - There's no guarantee that your resume will be kept in a safe, secure place.
  - Don't include anything that could be stolen or used in identity theft.
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# Attention-getting tactics

- Adding non-traditional elements to your resume *will* make it stand out--but not in a good way.
    - Different font types and ink colors
    - Glitter and other adornments
    - Brightly colored or perfumed paper
  - Every hiring manager has seen at least a few of these memorable tactics; all no-nos.
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# First impressions count a lot

- When it comes to finding the right job, first impressions count a lot.
  - You can ensure your resume gives a good first impression by knowing not only what to include, but also what *not* to include.
  - Good luck in your job search!
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