

Reasons Your Resume is not Getting Results

You are ready to start a new job, but there is one big problem: no one is calling.

This may be because you are not the right match for the positions you have applied for, or the problem could lie within your resume. If your resume is not producing results, it's time to revise it.

The best resume is one that is clear, focused and written well. Hiring managers want to learn about you without having to go through too much extra information and spelling errors.

Here are some common reasons why your resume may not be effective:

- **Difficult to Read**
Use a readable font to prevent the reader from having to squint. Use lists, sub headings and leave some space so that the text doesn't run together. For lists, use bullets instead of writing lengthy paragraphs.
- **Your Accomplishments are too Vague**
Give specific examples and figures to enhance your descriptions. Quantify your statements. Not only will this provide the reader with a clear picture, the numbers will help your resume to stand out.
- **Poorly Arranged**
Not all formats work for everyone. Make sure that you are using the style of resume that best highlights your skills and experience.
- **You are Missing the Basics**
Check your resume for essential information like your name and contact information. It is easy to get distracted with formatting and word choice and forget to include your contact information. Include your name, e-mail address and phone number so that employers can reach you.
- **Selling Yourself Short**
Although you may feel that you don't have enough experience, you probably have more than you think. Include any volunteer work that you have done. Also include any awards or education that you have attained.
- **Gaps in Your Work History**
Try to include some explanation or description of what you have done throughout the

gap in your work history. If this is not possible or not appropriate, you may want to consider a functional style resume instead of a chronological.

- **Spelling/Grammatical Errors**

Proofread! Look over your resume several times and have others check it for you as well. Spelling and grammatical errors tells an employer that you don't care about the quality of your work.

- **Inconsistencies**

When choosing a style of resume, or formatting, stick to it throughout the entire resume. Use the same font and bullet types throughout your resume. Also make sure that use of punctuation at the end of points is consistent.

- **You Aren't Saying Anything**

Reread your resume to make sure that you are telling the reader something about you. Each line should offer new information about you and your qualifications for the job. You don't have a lot of space, so make each word in your resume count.

- **Exaggerations**

Avoid inflating or lying about your responsibilities or accomplishments. Hiring managers know when you are not being truthful and they don't want to hire someone that they can't trust.