

# Top 15 Mistakes on Resumes

- 1) Inconsistent formatting for dates
- 2) Typos in phone numbers
- 3) Inconsistent formatting for states
- 4) Rounding GPAs
- 5) Incorrect capitalization, e.g., present in dates is not capitalized, expected in graduation dates is not capitalized, courses are not capitalized unless it is the proper name of the course
- 6) Incorrect verb tenses
- 7) Starting bullets with nouns, not action verbs
- 8) Stretching the margins too much
- 9) Inconsistent use of periods at the end of a bullet (they are not necessary, but if you want to use them, use them for all bullets)
- 10) Misspelling ACTIVITIES in a heading
- 11) Inconsistent or poorly used spacing
- 12) Using pronouns
- 13) Describing the duties of jobs, not your impacts, achievements, results, professional development
- 14) Using time spans of education instead of “expected May 2017”
- 15) Not leading with EDUCATION or a positioning statement while still a student or recent graduate