

# THE "INSTANT REJECTION" LIST



Do not put these **20 things on your resume**. If you do, the computer (or the recruiter) **will reject it immediately**.

## THE "PRIVACY & PHOTOS" TRAPS

- ➖ 1. **Photos/Headshots:** Unless you are a model or actor, delete it. It creates bias and confuses the software.
- ➖ 2. **Full Street Address:** Do not list your house number. City and State only (e.g., "Chicago, IL").
- ➖ 3. **Date of Birth / Age:** Illegal for them to ask, dangerous for you to list. Remove it.
- ➖ 4. **Marital Status / Kids:** Your family life is private. Keep it off the page.
- ➖ 5. **Unprofessional Email:** No nicknames (sexybeast88@gmail.com). Use First.Last@gmail.com.

## THE "OLD SCHOOL" HABITS

- ➖ 6. **"Objective" Statement:** Don't tell them what you want ("To obtain a position..."). Tell them what you offer (**Use a "Professional Summary" instead**).
- ➖ 7. **"References Available Upon Request":** We know. It wastes valuable space. Delete it.
- ➖ 8. **High School Graduation Date:** If it was more than 10 years ago, remove the year. It invites age bias.
- ➖ 9. **Salary History:** Never list what you used to make or what you want to make. Discuss that in the interview.
- ➖ 10. **Reasons for Leaving:** Never explain why you quit or were fired on the resume.

## THE "COMPUTER KILLERS" (ATS Issues)

- ➖ 11. **Text Boxes & Columns:** Computers read left-to-right. Columns scramble your words. **Keep it one column.**
- ➖ 12. **Headers/Footers:** Do not put your contact info in the "Header" tool in Word. Some systems can't see it. Put it in the main body.
- ➖ 13. **Graphics / Logos:** No company logos or decorative lines. They break the scanner.
- ➖ 14. **Weird Fonts:** No Comic Sans, Papyrus, or cursive. Stick to **Arial, Calibri, or Times New Roman.**
- ➖ 15. **File Names:** Don't save it as Resume\_Final\_v3\_EDIT.docx. Save it as Name\_JobTitle\_Resume.

## THE "CONTENT" WASTERS

- ➖ 16. **"I" and "Me":** Resumes are written in implied first person. Remove all pronouns. (e.g., Change "I managed a team" to "Managed a team").
- ➖ 17. **Generic Skills:** "Hard Worker," "Team Player," or "Microsoft Word" are too basic. List specific skills only.
- ➖ 18. **Walls of Text:** If a paragraph is longer than 3 lines, nobody will read it. Use bullet points.
- ➖ 19. **Lies / Exaggerations:** Background checks are real. If you didn't do it, don't write it.
- ➖ 20. **3+ Pages:** If you are not a CEO or a Professor, keep it to 1 or 2 pages max.

**DID YOU CHECK THE LIST?** If your resume is **clear** of these **20 items**, you are ready to begin drafting.