

Job Scan
November 7, 2014

Resume News from Around the Web: Week of 11/3



Resume News from Around the Web: Week of 11/3

This week's resume-related news covers how to address gaps in your work history (and how they might not be as big a deal as you think), plus traits that will get your resume instantly rejected, and four common job search strategies you might want to avoid.

[Addressing Work Gaps In Your Resume](#)

In this *Forbes* article, Lisa Quast shares some news from her experience as a hiring manager that's sure to ease the minds of job seekers: "having a gap in your work history isn't as big a deal as most people would think." The key to keeping an employment gap from being a hinderance to your job search is how you explain the gap. "Recruiters and hiring managers want to understand what you did during that time away and how you stayed connected to the business or industry." One way to apply this advice is to create a [community service](#) section on your resume, and list things such as volunteer work, PTA membership, and other ways you have been active. One of the main concerns employers have with work gaps is that a candidate's skills will have gotten rusty. If your resume demonstrates that you haven't been idle, a work gap becomes far less important.

[What makes a recruiter reject your resume in seconds?](#)

In this CNN Money article, Jeanne Sahadi runs through seven things that will earn your resume an instant place in the "no" pile. They are:

- Unprofessional email address
- Spelling and grammar errors
- Outlandish typefaces, colors, and graphics
- Lack of [keywords](#)
- Not stating [accomplishments](#)
- Excessive [length](#)
- Not including dates

According to Sahadi, resumes with these traits "can make an applicant seem, among other things, careless, immature or just not worth pursuing relative to the competition." For each of these traits, she explains why it's problematic and how it can be avoided or fixed.

[4 Job Search Strategies That Can Backfire](#)

This blog post at CareerBuilder, courtesy of the staffing agency Robert Half, addresses four things commonly recommended to today's job seekers. Namely:



Job Scan November 7, 2014

- Submitting your resume anywhere and everywhere
- Too much salary negotiation
- Creative resumes and wacky job applications
- Rejecting temporary work

Obviously, as a staffing agency, Robert Half has a vested interest in promoting temp work as a good idea. Still, their assertion that temp work is beneficial is true. A couple reasons why: it can “expose you to invaluable new experiences and boost your professional network. Additionally, project-based jobs are sometimes converted into full-time positions.”

[Applicant tracking systems](#) are the main reason they advise against creative resumes. “Most resumes have to run through the gauntlet of an application tracking system, and an ornate resume with images could cause it to be rejected before a human sees it.” Taking care to target a resume for a particular job, and using a format that an ATS can read, are two of the best things you can do to increase your chances of landing an interview. To see how well your resume is targeted for a given job, use [Jobscan](#) to analyze your resume and the job description side by side.

