

## 6 Things That Will Get Your Resume Thrown In The Garbage By Hiring Managers



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I've seen a lot of resumes over the last twenty years as a hiring manager (and as a career coach). There have been great resumes, good resumes and so-so resumes. And there were some resumes with such horrific issues, that I quickly threw them into the recycle bin. Don't want your resume to end up in the garbage? Then avoid these six issues...

**Lots of spelling, grammar and/or punctuation mistakes.** I cannot emphasize enough the importance of having an error-free resume. Most hiring managers quickly look at a resume and if it's filled with errors, they'll toss it into the garbage. They assume that a resume filled with mistakes means the person's work will likely follow suit. The worst resume I ever saw had more than 15 spelling errors on the first page. I had been circling each mistake while I read the resume. I didn't bother reading page two. Plunk. Into the garbage it went.

**Using a difficult-to-read format.** If hiring managers get confused trying to find information on your resume, they'll toss it out in a matter of seconds. Don't make them hunt for past jobs, associated accomplishments or your education because you used a non-standard format or got way too creative in your layout. And, never forget that hiring managers are looking for the quality of your content.

**Lack of 'proof' that you meet the required minimum years of experience – by a lot.** If the minimum number of years of experience required for a position is 10+, you might be able to get away with only eight years of experience. But if you have fewer years experience than that, you should reconsider applying for the position. What makes me angry is when people apply for positions for which they're clearly not qualified. This is a waste of their time as well as the hiring manager's time. Before applying for any job, look at how much of a 'fit' you are by analyzing how you stack up against all the requirements. You might need to revise your expectations and apply for lower-level jobs until you've gained the experience necessary for the job you want.

**Lack of the required minimum skills (or your skills aren't a match for the job).** This is similar to my comments about years of experience. While some skills are transferrable from industry to industry or from one job to another, not all are. Computer coding is a great example. If you have never coded before, you shouldn't be applying for computer programming jobs. Similarly, I once had someone apply for a position as a director of marketing who had no background, experience or training in marketing listed on their resume. Recycle bin.

**Multiple large gaps in your work history with no explanation provided.** Having a gap on a resume isn't as big of a deal as most people would think – *as long as you explain what you were doing during that gap.* Maybe you went back to school for your master's degree or did volunteer work during that time. Then include the additional degree and associated dates in your "Education" section or add a "Volunteer Work" section on your resume. Don't leave large work history gaps that aren't explained.



The logo for Monster.com, featuring the word "MONSTER" in white, uppercase, sans-serif font inside a purple rectangular box.

Monster.com  
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**You're applying for a people manager position, but have no experience managing people.** It surprises me at the number of candidates who apply for people management jobs, yet have zero experience managing people. If you want to become a people manager, look for opportunities to lead others, such as volunteering to lead project teams with progressively more people and more complex topics. Don't have that opportunity at work? Look in your community for volunteer work that could help you gain the experience you need to prove your ability to manage others. Then, be prepared to demonstrate on your resume that you're qualified to lead others.

~ *Lisa Quast*, author of the book, *Secrets of a Hiring Manager Turned Career Coach: A Foolproof Guide to Getting the Job You Want. Every Time.* Join me on Twitter @careerwomaninc

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