

Top 10 Common Resume Mistakes Students Make

With so much to think about in the construction of your resume, it's easy to make a mistake. Below are 10 of the most common mistakes- in no particular order.

- 1. Student doesn't indicate they are completing a bachelor's degree, and instead just lists the major**
 - Incorrect: Public Health
 - Correct: Bachelor of Science in Public Health, Public Health Sociology Specialization
 - Correct: Bachelor of Science in Public Health, Environmental Public Health Specialization
- 2. Incorrectly lists OSU on their resume**
 - Incorrect: Ohio State University or OSU
 - Correct: The Ohio State University
- 3. Student has a job at OSU, or some other large organization, but doesn't list the unit or division in which they work**
 - Incorrect: The Ohio State University
 - Correct: Department of Athletics, The Ohio State University
- 4. Capitalizing seasons, academic periods, and one-time events referenced within bulleted items**
 - Incorrect: Organized a group of 25 volunteers during Spring Break 2017 to collect litter along the hiking trails at four parks in central Ohio
 - Correct: Organized a group of 25 volunteers during spring break 2017 to collect litter along the hiking trails at four parks in central Ohio
- 5. Assuming that the reader is familiar with campus abbreviations (e.g., RPAC, GEC, USG, etc.). Write out the full name of the organization instead of using the abbreviation**
- 6. Making the employer guess which term you'll be graduating**
 - Incorrect: 2014- present or 2014-2016
 - Correct: Expected May 2017 or Graduating May 2017
- 7. Referencing your GPA as a first-semester freshman. Most first-semester freshmen simply leave-off the GPA, but instead it could be listed as: GPA: 0.00 (first term freshman)**
- 8. Forgetting to include experiences that could display transferable skills. Examples of experiences that should be included on your resume are:**
 - Volunteer experiences
 - Part-time or summer jobs
 - Student organization/Greek Life involvement
- 9. Using incorrect verb tense**
 - Experiences listed on your resume that you are no longer doing should utilize past- tense verbs (e.g., Directed a play for a local theatre group)
 - Experiences listed on your resume that you are still currently doing should utilize present- tense verbs (e.g., Directing a play for a local theatre group)
- 10. Going overboard with visual elements, or inconsistency in formatting. Examples include:**
 - You should not be using multiple colors on your resume
 - You should not be using a variety of fonts (i.e. stick with one, Arial or Calibri are preferred)
 - You should not be including pictures or graphics on your resume (exception: those seeking modeling, acting, or broadcasting positions)
 - You should not be using a variety of bullet types (use squares, circles throughout the resume)