



Résumé Myths and Realities

MYTH #1: The résumé is the key to getting a job.

REALITY: The résumé is one of many important contributing factors to landing a job. While it alone will NOT get you the job, a well-crafted résumé WILL help you to get an interview.

MYTH #2: The résumé is not as important to getting a job as other job search activities such as networking and informational interviews.

REALITY: Most employers want to see you on paper BEFORE talking with you on the telephone or meeting with you in person. And in order for them to take the next step, your résumé must be top quality—an error-free document that REPRESENTS YOUR BEST SELF.

MYTH #3: It's best to send your résumé to hundreds of employers rather than to just a few.

REALITY: Power in the job search comes from selective targeting—not through numbers. Target specific employers who would be most interested in your skills and qualifications.

MYTH #4: It's not necessary to include an objective.

REALITY: An objective gives your résumé organization and coherence.

MYTH #5: The best type of résumé outlines employment history by job titles, responsibilities, and inclusive employment dates.

REALITY: You should choose a résumé format that clearly communicates your major strengths—not your history—to prospective employers.

MYTH #6: Employers appreciate lengthy, detailed résumés because they give them more complete information for screening candidates than shorter résumés.

REALITY: Like good advertisements, well-crafted résumés (one page) generate enough interest so the reader will contact you for more information (job interview) before investing in the product (job offer).

MYTH #7: It's okay to put salary expectations and references on your résumé.

REALITY: Before you discuss salary, you want to demonstrate your VALUE to hiring officials as well as learn about the WORTH of the position.

MYTH #8: you should not include your hobbies or any personal statements on your résumé.

REALITY: In general, this is true. Include this information ONLY if it strengthens your objective in relation to the employer's needs.

MYTH #9: You should try to get as much as possible on each page of a résumé.

REALITY: Each page of your résumé should be appealing to the eye and make an immediate favorable impression. One-page résumé are best unless there are extenuating circumstances.

MYTH #10: Once you send your résumé to an employer, there's nothing you can do except wait for a reply.

REALITY: Waiting for potential employers to contact you is not a good job search strategy. You should always FOLLOWUP your résumé with a phone call, preferably within seven days, to answer questions, conduct a telephone interview, get invited to a job interview, or acquire additional information, advice, and referrals.

****The key to effective résumé writing is to give the reader, within the space of one to two pages, just enough interesting information about your past performance and future capabilities so he or she will get sufficiently excited to contact you for a job interview.****

Krannich, Ronald L. and Caryl Rae Krannich. *Dynamite Résumés: 101 Great Examples & Tips For Success*. Manassas Park, VA: Impact Publications, 1992.