Job Search Tips:

Things NOT To Do

A group of hiring managers was asked the following:

Name one thing that candidates do that will almost always get their resume tossed into the “not on a bet” pile or into the trash can.

* Poor spelling and/or grammar on application materials.
* I agree, spelling and grammar errors put the resume in the toss pile.
* Rude behavior or talking badly about current or former supervisors, colleagues or generally disrespecting anything.
* I agree with spelling and grammar errors with the addition of buzzwords without some context of what the candidate has actually done. ( I had one candidate who was “familiar with” a lot of things, but wasn’t able to answer simple questions during the interview.)
* Poor spelling and grammar. Also do not submit an obviously canned resume with no relevance to the job at hand.
* Refer to the company or organization incorrectly in application materials.
* In addition to the obvious (spelling mistakes, etc.), ugly formatting is a turnoff for me. I know it is hard with online applications, but, if possible, please choose clean simple fonts and templates that are easy to read.
* Deal breaker – grammar/spelling and formatting issues; wrong title/organization for which the person is applying.
* Similar to what some have stated here, spelling, grammar, formatting, but I would also add font type and size. Remember, this is a business document and not something to get overly creative with, unless that is the type of job you are looking for.