

Some Reasons Why Resumes are Thrown Out Early

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There are some simple mistakes to avoid, in order to keep your Resume from being thrown out early in the review process by a hiring company:

- It's not clear what job you are applying for.
- You should be applying for an Internship, but your Resume looks like you are applying for a permanent job, before you plan to graduate.
- It looks like you are applying for an Internship, when you meant to apply for a permanent job.
- It's too hard to follow where you have worked or what experience you have.
- You've included several self-praise comments that make you look egotistical and maybe a potential problem employee.
- You have a confusing timeline of when you will graduate.
- It looks like you are going directly into Grad school, and will not be available for a job anytime soon.
- You have used a strange or small font and it is very hard to read your resume.
- It is very difficult to follow the text used in your Resume (bad grammar, or bad spelling), making it hard to read.
- You used an unusual file type (or software), that others can't open.
- You are an International student (non-U.S. citizen), applying for a U.S. Defense job, where U.S. citizenship is required.
- You are applying for a much more senior position, than your current work background suggests you are qualified for.
- You ignored the minimum criteria listed for the position.
- You sent your Resume to the wrong division, or wrong department, or the wrong mailing address.
- You are applying for a position that has already been closed, so no new applications are being received (as stated on the company's website).
- Your contact information is incorrect, so you can't receive a reply from the company.
- There were no key words used in your Resume, for the position you were applying for (so an auto search didn't pick your Resume).