



Ten Killer Resume Myths

Building The Perfect Resume

MYTH 1: ONE IS ALWAYS THE BEST.

Although it's important that your resume be both clear and concise, you don't have to fit 10 or 20 years of your professional history onto one page. A potential employer wants to find the best, most qualified person for the job and will likely give each resume equal attention and consideration. It is OK, and even common, to find resumes that are two or three pages in length.

MYTH 2: BIGGER IS BETTER.

Though it may be true for many things, bigger is not always better when it comes to your resume. Typically, longer resumes make it much more difficult for potential employers to see your accomplishments and qualifications easily. You want a potential employer to focus on the things that matter—your qualifications. A good rule of thumb for resume length is one page for less than 10 years experience, two pages for more than 10 years experience, but never more than 2-1/2 pages.

MYTH 3: UNUSUAL IS CREATIVE.

There's no doubt that an unusual resume will catch a potential employer's eye, but it's probably not the look you were going for. To a potential employer, unusual resumes serve more as a warning sign than a sign of your creativity. Employers are looking to hire someone who will be a part of the organization—unusual resumes are often interpreted as a sign of nonconformity or strangeness. When it comes to your resume, let your qualifications and accomplishments do the talking.

MYTH 4: STYLE DOESN'T MATTER.

While it may be true that the content of your resume is its most important asset, if a potential employer can't read your resume, it's all for naught. Potential employers—who have plenty of resumes to read—won't take the time to dig through a cluttered resume.

MYTH 5: THEY'LL NEVER CHECK.

It's important to realize that while some businesses don't check references and accomplishments, many do. In fact, some do very thorough research including talking with previous employers and co-workers. Seasoned interviewers will soon catch on to embarrassing exaggerations.

MYTH 6: MY REFERENCES WILL SPEAK FOR ME.

For the most part, references do little but take up valuable real estate on your resume. The key purpose of a resume is to attract enough attention to gain an interview. References will come later (at the point of extending an offer). At this point, qualifications are key.

MYTH 7: WELL-DIVERSIFIED EQUALS WELL-ROUNDED.

Once a key feature of many resumes, the hobbies and interests section has gone the way of the dinosaur. Potential employers are looking to hire someone who has something to bring to the table. Like references, a hobbies and interests section robs you of valuable real estate necessary for selling yourself.

MYTH 8: A PICTURE PAINTS A THOUSAND WORDS.

Not in this day and age. Submitting a photo with your resume puts a potential employer in an uncomfortable position—putting them at risk for violating Equal Opportunity legislation. In fact, many organizations have made it a practice of not interviewing those who submit personal photos.

MYTH 9: MY COVER LETTER WILL COVER THE BASES.

Although a cover letter is extremely important, your resume should do the heavy lifting. In fact, many potential employers will skip to the resume because cover letters don't often provide any new or additional information. Focus your efforts on building a clear and concise resume.

MYTH 10: THE FLAWLESS FORMAT IS FUNCTIONAL.

Although functional resumes have their place in a job search, they are often the least effective format. Functional resumes are typically harder to read and comprehend because it's not always clear which responsibilities and experiences belong to which employer. It's important to realize that other formats may increase your chances of landing an interview.

About the Wellness Councils of America

The Wellness Councils of America is one of North America's most trusted voices on the topic of worksite wellness. With over a decade of experience, WELCOA is widely recognized and highly regarded for its innovative approach to worksite wellness. Indeed, through their internationally recognized "Well Workplace" awards initiative, WELCOA has helped hundreds of companies transform their corporate cultures and improve the health and well-being of their most valuable asset—their employees.

If you have further questions please email us at wellworkplace@welcoa.org.

