



# Cover Letters & Resumes

## Things to avoid on cover letters:

<https://www.themuse.com/advice/7-cover-letter-mistakes-entrylevel-candidates-makeand-how-to-fix-them-now>

<http://career-advice.monster.com/resumes-cover-letters/cover-letter-tips/10-Cover-Letter-Donts/article.aspx>

<http://www.businessnewsdaily.com/6879-cover-letter-mistakes.html>

1. It's Too Long
2. It's Overly Formal
3. It Sounds Disingenuous
4. You're underselling yourself
5. Focusing on yourself
6. It's Full of Irrelevant Filler
7. University, GPA, Classes or Thesis
8. Overusing "I"
9. Using a Weak Opening
10. Omitting Your Top Selling Point
11. Repeating Your Resume Word for Word
12. Being Vague
13. Forgetting to Customize
14. Ending on a Passive Note
15. Being Rude
16. Forgetting to Sign the Letter
17. Stating what you are lacking
18. Typos- Not proofreading
19. Lying about your experience
20. Explaining why you quit your last job
21. Taking the wrong approach
22. Including a head shot
23. Disclosing your objective
24. Underselling yourself
25. Using clichés
26. Getting too personal
27. Being arrogant
28. Providing unsolicited salary information

## Things to avoid on a Resume:

<http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/Avoid-the-Top-10-Resume-Mistakes/article.aspx>

<http://www.salary.com/14-fatal-resume-mistakes/>

1. Typos and Grammatical Errors
2. Lack of Specifics
3. Attempting One Size Fits All
4. Highlighting Duties Instead of Accomplishments
5. Going on Too Long or Cutting Things Too Short
6. A Bad Objective
7. No Action Verbs
8. Leaving Off Important Information
9. Visually Too Busy
10. Incorrect Contact Information
11. No Imagination
12. Too Much Imagination
13. Including an objective statement
14. Your Resume is Unfocused
15. You List Dates First
16. Your Resume is In Paragraph Form
17. Too Much Focus On Past, Irrelevant Jobs
18. Too Much Personal Information
19. You Are Obviously Not Qualified
20. No Keywords
21. Adding References Available Upon Request
22. Use Complete Sentence