

COMMON RESUME MISTAKES TO AVOID

Watch the [video](#) titled “Common Resume Mistakes to Avoid” by LearnFree.

1 OPPOSITES GAME

Task 1: Let's start the class with a fun game.

- Study the prefixes in the box below.
- Study the words numbered 1-8.
- Create the opposite meaning of the words (1-8) by using the prefixes.

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- | | |
|------------------|----------------------|
| 1. ethical. | a. unethical. |
| 2. legal. | b. _____ |
| 3. honest. | c. _____ |
| 4. responsible. | d. _____ |
| 5. professional. | e. _____ |
| 6. accurate. | f. _____ |
| 7. mature. | g. _____ |
| 8. relevant. | h. _____ |

Task 2: Discuss the following lead-in questions as a class.

- What is the purpose of a resume?
- When did you last write a resume?
- What information did you include on the resume?
- What do you think is the most important part of a resume? Why?
- How can you use your resume to stand out from other applicants?

2 RESUME: NEW WORDS

Task 1: Match the words from the box to their definitions listed 1-5.

fonts background check discrimination proofread references

1. Investigation into a person's history, typically for employment purposes.
2. Individuals who can verify an applicant's qualifications or character.
3. Styles of text used in documents, such as Times New Roman or Arial.
4. Unfair treatment based on factors like race, gender, or age.
5. Reviewing text for errors in spelling, grammar, or punctuation.

Task 2: Complete the sentences using the new words.

- a. Employers may conduct a _____ to verify a candidate's criminal record and employment history.
- b. It's essential to provide reliable _____ who can speak positively about your work ethic and skills.
- c. Use professional _____ like Arial or Calibri to ensure your resume is easy to read and looks polished.
- d. _____ against applicants based on their resume is illegal and can result in legal action against the employer.
- e. Always _____ your resume carefully to catch any spelling or grammatical errors before submitting it to potential employers.

Task 3: Practice using the words by answering the following questions.

1. What information are employers investigating during a background check?
2. Who would you include as a reference on your resume?
3. Which fonts do you think are best for a professional resume?
4. Do you usually ask someone to proofread your resume before submitting it?
5. How can people avoid discrimination based on age during the application process?

3 VIDEO ANALYSIS

Task 1: Complete the quotes from the [video](#), using the words in the box.

hiring managers misleading professional references personal

- a. Don't lie on your resume because including false or _____ information is unethical and possibly illegal.
- b. Be honest because _____ will most likely conduct a background check to confirm your credentials.
- c. Next, don't include _____, as employers usually don't need them yet, and they waste valuable space.
- d. To keep your resume _____ and easy to read, don't use more than two fonts.
- e. Don't include any _____ information, such as your birthday, height and weight, health, marital status, or religion.

Task 2: Decide if the statements based on the first tip in the [video](#) are true or false.

1. It is acceptable to include false information on your resume to make yourself look better.
2. Hiring managers will most likely conduct a background check to confirm your credentials.
3. Employers always need references included on a resume.
4. Using more than two fonts on your resume is recommended to make it stand out.
5. Including graphics on your resume is a good way to make it visually appealing.
6. It is important to include a photo of yourself on your resume.
7. By not including a photo, the employer will consider you based on your experience and skills, not your appearance.
8. Personal information like your birthday, height and weight, health, marital status, or religion should be included on your resume.
9. In extreme cases, including too much personal information can lead to discrimination.
10. Misspelling words on your resume can make you appear more reliable.

Task 3: Discuss the following questions as a class.

- Do you think it's common for people to lie or exaggerate on their resumes?
- When should you give references, and why shouldn't you include them on your resume?
- How can you make your resume stand out without using fancy formatting or graphics?
- In your country, is it common to include a photo of yourself? Discuss the pros and cons of including a photo on your resume.
- What are the risks associated with including personal information on a resume, and why is it generally advised not to include such details?
- Do you think it is essential to tailor your resume to each job application? Why?

4 RESUMES: WHAT SHOULD YOU DO?

Task 1: Study the occasions when "should" is used below.

Giving Advice or Recommendations

Use "should" to offer advice or suggestions to someone.

Example: You should eat more fruits and vegetables for good health.

Expressing Obligation or Duty

"Should" can also be used to indicate something that is considered the right or responsible thing to do.

Example: You should always wear your seatbelt when driving.

Negative Form: "Shouldn't"

To express the opposite of a recommendation or to advise against something, use "shouldn't."

Example: You shouldn't eat too much junk food.

Questions

You can form questions using "should" to ask for advice or recommendations.

Example: Should I take an umbrella with me?



Task 2: Work as a class to make a list of 8 things that you should put on a resume.

1. _____.
2. _____.
3. _____.
4. _____.
5. _____.
6. _____.
7. _____.
8. _____.

Task 3: Work as a class to make a list of 8 things that you shouldn't put on a resume.

1. _____.
2. _____.
3. _____.
4. _____.
5. _____.
6. _____.
7. _____.
8. _____.

5 EXAMPLE RESUMES

Task: Study each resume, then answer the questions below each one.

Resume 1



KIAN GRAHAM
FLIGHT ATTENDANT

 [linkedin.com/in/KianGraham](https://www.linkedin.com/in/KianGraham)
 kiangraham@gmail.com
 +123-456-7890
 www.KianGraham.com

RELEVANT SKILLS

- First Aid & Emergency Care
- Fluency in French
- Quality Customer Service

PERSONAL INFO

- Male.
- Age: 38
- Birthday: 14/7/86
- Married.
- I have two children.
- Religion: Catholic.

WORK EXPERIENCE

 **Flight Attendant**
 Willifred Airlines
 March 2022 to August 2025 (3 years, 5 months)

- Boosted overall service quality by 30% by mentoring more than 40 junior flight attendants and training them in high-quality health and safety standards
- Maintained 100% positive feedback rating from passengers by providing them exceptional client-centered service and ensuring their comfort and safety
- Completed more than 2,000 hours of international and domestic flights

EDUCATION HISTORY

 **Bachelor of Science in Tourism**
 Institution: De Loureigh University
 Year of Graduation: 2020

- Cum Laude
- Best Thesis
- President, De Loureigh Debate Club

CERTIFICATIONS

 **Flight Safety Training**
 Institution: National Aviation Association
 2020

 **First Aid Certification**
 Institution: International Medical Agency
 2020

1. What common resume mistakes, outlined in the [video](#), can you see in the resume?
2. What aspects of this resume do you like?
3. Describe ways in which you would improve this resume.

Resume 2

JULIANA SILVA

Digital MarketinG

+123-456-7890

juliana@gmail.com

www.julianasilva.com

123 Main Street , Any City,
ST 12345

ABOUT MEE

As a Digital Marketing Manager with 9 years at Wardiere Inc and a Master's in Design from Uni, I specialize in crafting effective strategies to boost brand visibility and engagement. My expertise spans digital design, ensuring impactful campaigns that resonate with audiences and drive results.

EDUCAION

Bachelor of Design
Wardiere University
2005 - 2008

Master of Design
Wardiere University
2008 - 2010

EXPEIRTISE

Web Dlsign

Branding

Graphic Design

SEOO

Marketing

WOORK EXPERIENCE

Jan 2022- Present
Wardiere Inc.

Digital Marketingg Manager

Digital marketing manager overseeing online strategies. Proficient in SEO, social media, and email campaigns. Analytical thinker maximizing ROI. Skilled team leader fostering collaboration and innovation

2017 - 2019
Wardiere Inc.

Social Media Managert

Social media manager creating engaging content and managing platforms. Analysing performance metrics and fostering brand engagement. Collaborative team player driving success.

2015 - 2017
Wardiere Inc.

Digitaal Marketing Executive

Digital Marketing Executive skilled in online strategies. Proficient in SEO, PPC, and social media. Analytical thinker maximizing ROI. Collaborative team player driving success.

LANGUAGE

English

French

REFERENNCES

Estelle Darcy
Wardiere Inc. / CEO
Phone: +987-456-7890
Email: estelle@gmail.com

Harper Russo
Wardiere Inc. / CEO
Phone: +656-456-6784
Email: harpere@gmail.com

1. What common resume mistakes, outlined in the [video](#), can you see in the resume?
2. Would you invite Julinana Silva in for an interview? Why?
3. Discuss the aspects of the resume that you like and dislike.

Resume 3



DONNA STROUPE

Student

PROFILE

Business Administration student.

I consider my self a responsible and orderly person.

I am looking foward for my first work experience.

CONTACT ME

 123-456-7890
 stroupe@gmail.com
 123 Quay St.,
 London, ST 1477

➤ EDUCATION

BORCELLE UNIVERSITY
 Business Administration career, in progress.

FAUGET COLLEGE
 20200-2024

➤ LANGUAGE

Native English.
 Advanced spanish.

➤ COMPUTER SKILLS

Text processor.
 Spreadsheet.
 Slide presentation.

➤ VOLUNTEER EXPERIENCE

INGOUDE COMPANY
 Participation in collections to distribute in low-income schools.

1. What common resume mistakes, outlined in the [video](#), can you see in the resume?
2. Would you invite Donna Stroupe in for an interview? Why?
3. Discuss the aspects of the resume that you like and dislike.

6 LET'S DEBATE

Study the statements, then decide if you agree or disagree with them. Use the language in the table at the bottom of the page to help structure your answer.



John

Resumes are old-fashioned. Instead of writing about yourself on paper, it's better to use LinkedIn or your own website because they give a better picture of who you are.



Oli

Resumes typically focus on educational and professional experiences, making it challenging for candidates to show their soft skills, such as communication, leadership, and teamwork.



Beth

Resumes are valuable for networking purposes, as they can be shared with contacts and recruiters to explore job opportunities.



Amy

A well-made resume is essential because it can help you stand out from other applicants, increasing your chances of being selected for an interview.

Express an opinion It seems to me that... I feel that... I'm absolutely convinced that... In my opinion,... I believe / suppose / feel (that)...	Express disagreement I don't agree with you about... I can't accept your view that... I have a different opinion... I'm not sure if... I'm not convinced that...
Express pro's and con's There are two sides to this point... On the one hand...,on the other hand... An argument for / against is... Some people think that...,others say that... The advantages / disadvantages are...	Summarise So, in conclusion... To summarise.. Overall, it is clear that... As a result.. The bottom line is...

HOMEWORK

1 COMMON RESUME MISTAKES TO AVOID

Task 1: Read the following article, then complete the question on the next page.

When crafting your resume, it's crucial to avoid certain common mistakes that could decrease your chances of landing your dream job. Here are five key mistakes to avoid when writing a resume.

Spelling and Grammar Errors: One of the most frequent resume mistakes is overlooking the importance of good spelling and grammar. Spelling mistakes can make you appear careless and unprofessional. Always proofread your resume multiple times, and consider using a spelling and grammar checker tool. Ask a friend or family member to review it as well, as fresh eyes can often catch errors you might have missed.

Irrelevant Information: Including irrelevant details can clutter your resume and distract recruiters from your qualifications. Tailor your resume to the specific job you're applying for by focusing on relevant skills and experiences. Leave out unrelated job experiences or hobbies unless they directly relate to your suitability for the position.

Lack of Achievements: Simply listing job responsibilities without highlighting your achievements can make your resume appear generic. Instead, show your accomplishments with numbers and specific results whenever possible. For instance, rather than saying you "improved sales," specify by how much

you increased sales revenue or the percentage growth you achieved.

Poor Formatting and Layout: A cluttered or poorly formatted resume can be difficult to read and may not make a good impression on hiring managers. Use a clean and professional layout with consistent formatting throughout your resume. Organise information logically, with clear headings and bullet points to make key details stand out. Additionally, choose a clear font and avoid using excessive formatting styles or colours.

Not Customising for Each Job Application: Sending out the same generic resume for every job application is a common mistake that can decrease your chances of getting your dream job. Tailor your resume to align with the job requirements and description of each position you apply for. Highlight the skills and experiences most relevant to the job, and customise all information on your resume to align with the company's needs.

By avoiding these common resume mistakes, you can present yourself as a strong and qualified candidate, increasing your chances of getting invited for an interview. Remember to always check your resume for errors and customise it for each job application to make the best impression on potential employers.

2 ARTICLE-BASED EXERCISES

Task 1: Define the words and phrases, then use them in your own example sentences.

1. proofread.
2. clutter.
3. suitability.
4. formatting.
5. to tailor.
6. to customise.
7. to align.
8. hiring manager.



Task 2: Write detailed answers to the following questions.

- a. Why is it important to avoid spelling and grammar errors in a resume?
- b. How can you ensure there are no spelling or grammar mistakes in your resume?
- c. Why is including irrelevant information in a resume considered a mistake?
- d. What is the suggested approach for tailoring a resume to a specific job?
- e. Why is it important to highlight one's achievements rather than just listing their job responsibilities?
- f. How can poor formatting and layout affect the effectiveness of a resume?
- g. What are some tips mentioned in the text for improving the formatting and layout of a resume?
- h. Why is customising a resume for each job application important?
- i. Summarise the five common mistakes to avoid when writing a resume.



3 CREATE A RESUME

Task 1: Use the information learned from the lesson to create your own resume. Use the template below. Submit it to your teacher before the start of the next class.

Resume
Contact Information:
Resume Objective or Summary
Work Experience:
Education:
Skills:
Volunteer Experience: