9 Resume Mistakes That May Surprise You

Are you applying for jobs and not getting any response? **The problem might be your resume format.** Check out 3PLR's 9 quick tips to avoid mistakes that cause frustration with and rejection of your resume. There are several pointers about Applicant Tracking Systems (ATS) that you probably never knew.

Any recruiter with game is using an ATS, which enables the automated reading and loading of resumes. These systems are impressive in their ability to read content and create a searchable profile, but they are not perfect. Therefore, we offer some tips and suggestions for formatting your resume the right way to enable any ATS to read it more accurately.

1. **Draft your resume in Microsoft Word.** Do NOT use Acrobat PDF which is an image. ATS is designed to read text and converts text in PDF with varying results.
2. **Do NOT put your name in a header.** An ATS does NOT read headers and will load your resume WITHOUT YOUR NAME. Also, it is not necessary for your name to appear on each page in a header.
3. **Avoid tables or images in your resume**. Graphic design formats with tables, embedded spreadsheets and images look appealing. But, an ATS will struggle to translate images as text and likely ignore it, which could exclude your name and work history. Understand the risk when you go for style points. Keep it simple.
4. **Title the resume with your first and last name.** Some cultures have extended names, but ATS can only pick two as your first and last, which may not be right.
5. **Use your first and last name as the FILE NAME for your resume.** An ATS will store your resume as a document that recruiters will email to hiring managers. Use your first and last name as the file name. Avoid sending a resume titled as "resume.doc" or "my resume.doc". It looks unprofessional and could get lost.
6. **Exclude an address at your own risk.** An ATS will load your address and recruiters will often search for candidates based on proximity to the employment location-based city, state or miles from a zip code. You don't need to include your street address necessarily. But, if you exclude your address, then your resume may be excluded from the search results. It is best to list your address. Also, state your relocation preferences in your resume, so the recruiter can read it.
7. **Some job posting services change your email.** Did you know that some job boards will reformat your resume to take out your email and create their own email for you to keep track of your communication? The "created" email works fine for correspondence except for meeting invitations (i.e. via Outlook), such as for interviews, which often leaves off important information about the interview. Therefore, upon first contact, email your resume with YOUR EMAIL directly to the recruiter or employer.
8. **Attach your resume when applying via job boards.** If you create a resume on a job posting site, then MAKE SURE YOU REVIEW THE VERSION FORWARDED. We receive incomplete or summary resumes from job boards every day and delete most all of them. If possible, attach the most up-to-date MS Word version of your resume.

9. **Attach the right file.** Do we need to say this? Yes. We receive some interesting attachments, like kids' sports schedules, invoices and work documents, which get tossed. Open and check the attachment before you upload it!

We hope these tips were helpful and will result in higher response rates for your job applications. Best wishes for success in your job search and next career move!

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