



**DAWN
ANFUSO**

Typos on the résumé are a big mistake

Recently, I ran a classified ad seeking an accountant for my husband's CPA firm. I did the initial review of résumés and was shocked at the number of typos and poorly written sentences.

I'm guessing two factors are in play here. One is that people spend so much time working on the content of their résumés that they run out of time to check them for spelling and grammatical errors. Two is that, because most résumés are sent via e-mail today, the sloppiness and shorthand that have infiltrated e-mail have spilled over to anything e-mailed.

In my case, any résumé with more than one or two easily made errors hit the round file, despite the person's accounting qualifications. And I'm not alone. Three out of four (76 percent) executives interviewed for an Accountemps survey said just one or two typos in a résumé would remove applicants from consideration for a job; 40 percent said it takes only one typo to rule candidates out.

"Employers view the résumé as a reflection of the applicant," says Max Messmer, chairman of Accountemps and author of *Job Hunting For Dummies*. "If you make errors on your application materials, the assumption is you'll make mistakes on the job."

Messmer shares the following real-life errors made in résumés, applications and cover letters:

- "Hope to hear from you, shorty."
- "Have a keen eye for derail."
- "Dear Sir or Madman."
- "I'm attacking my résumé for you to review."
- "I am a rabid typist."
- "My work ethics are impeachable."
- "Nervous of steel."
- "Following is a grief overview of my skills."
- "GPA: 34.0"
- "Graphic designer seeking no-profit career."

Accountemps offers the following tips for creating error-free résumés:

Get help. Enlist detail-oriented family members, friends or mentors to proofread your résumé and provide honest feedback.

Take a timeout. Before submitting your résumé, take a break and come back to it with a fresh set of eyes. You might catch something you missed the first time.

Print a copy. It's easy to overlook typos or formatting mistakes when reading a résumé on a monitor, so print it out for review. Read through it slowly and pay close attention to font styles and sizes, in addition to spelling and grammar.

Try a new perspective. Sometimes readers inadvertently skip over parts they have read previously. Review your résumé backward to help avoid this problem.

Read it aloud. Your ears might catch errors your eyes have overlooked.

Dawn Anfuso is a South Bay-based business writer and former managing editor of *Workforce* magazine. If you have workplace or job-search questions, e-mail Anfuso at dawnanfuso@yahoo.com.

This information is very useful not only for résumés, but for anything written. Especially if you wish to make a favorable impression!