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Words to Avoid in Your Online Resume

By David Green

When writing an online resume there are many words that you should try to include, and many that you should avoid. We will go over some of the worst possible words to use in your online resume, so that you can avoid them at all costs.

Abbreviations and Acronyms

Many job seekers are quick to throw all kinds of abbreviations around thinking that it will make them sound more in tune with the industry. But too many and your online resume will start to look like secret code. Include only those that are widely known, and leave out the rest. If your industry is known for acronyms (like the computer industry) use them sparingly in your online resume.

Personal Pronouns

Yes, we understand that your online resume is actually about you, but you shouldn't use personal pronouns like I, me, or my in your writings. Using the word I can get redundant pretty quickly and can leave a recruiter uninterested. Instead, keep it concise and never refer to yourself with a personal pronoun.

Negative Words

Negativity is never a good thing when it comes to an online resume. It doesn't matter why you left your last job, never bring up words like: arrested, bored, fired, hate, or sexist. These words stick out to a recruiter, and your resume will likely only make it to the trash bin. If you had issues that you would like to bring up to your potential employer— save it for the actual interview.

Keep It Simple

While some words are unavoidable, it is important to scan your document to spot any overuse. Some of the most common offenders are: a, also, an, because, the, and very. Try to come up with a different way to say things to keep your resume interesting and well received. Remember recruiters often read

hundreds of online resumes a day, so do your part to keep them awake.

Also, avoid using terms and phrases that you don't understand. Many job seekers will pick out big words to make themselves appear smarter, but it can end up backfiring in the interview. So above all else– keep it simple!

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Resume Writing and Preparation is Free Online

By Donna Monday

Creating a strong resume is a very important part of applying for a job, either online or off line. There are many resume writing services that will help you build an impressive resume for job interviews.

You can also learn how to write a resume for free by surfing the Internet for resume writing help. Many sites will show you tips and advice on choosing a resume style that works best for you.

You can also find samples of resumes, resume templates, resume software, and examples of resume cover sheets or letters.

Whether you're looking to create a business resume, marketing resume, military resume, electronic resume, accounting resume, nursing resume, acting resume, sales resume, teacher resume, executive resume, student resume or a customer service resume, you can find great advice online with a little research.

When preparing your resume, keep in mind that employers use resumes for several purposes:

Screen Applicants - Most employers will only look at a resume for about 30 seconds to determine whether or not an applicant is a good fit for their organization.

Develop Interview Questions - Statements on your resume can be used to formulate questions they may ask during an interview.

Words to Avoid in Your Online Resume

Communication Skills - Employers want to see how well you express yourself.

Qualifications - Employers will reference your resume when making hiring decisions based on how closely your qualifications match their needs.

Writing a resume isn't easy, but by studying various tips and advice, you can learn to create a type of resume that will get you one step closer to your ultimate goal of finding a great job.

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Donna Monday writes employment related articles for

<http://www.get-a-job-interview-quick-tips.com>

Resume Writing and Preparation is Free Online
Understanding Resume Styles
The Resume: What It Is And How To Use It
How To Choose The Right Resume Format
Resume Tips To Take You From SAHM to WAHM

The Ultimate Guide To Acing ANY Job Interview
Guerrilla Mailer
Online Dating Secrets Revealed!
How to Buy a Car Without Getting Ripped Off!
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