



# 5 technical résumé mistakes job seekers make:

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1. Ensure your document is in MS Word and saved as a “.doc” and not a “.docx”. Many companies and institutions still cannot open “.docx” files. So, if the hiring manager can't open it, he or she certainly cannot read it. (It is smart to also have your documents ready to send in PDF and plain text as well).



2. Using a generic, default template. Each person is unique and so should their résumés and cover letters. The order of the content varies from new grads vs experienced instructors. Not everybody will have the same sections. And, sadly, most templates still start with the outdated “objective”. We'll discuss what you should use instead in upcoming newsletters.



3. Forgetting that more and more, résumés are being scanned by computers before they will be read by humans. So make sure you have industry specific key words within your documents to heighten your chances of being called in for an interview. Sample key words for ESL Instructors span “Multi-Cultural Awareness”, “Course Design”, “Curriculum Development”, “Student-Faculty Relations”, and “Assessment & Reporting”.



4. Omitting a “Computer” or “Technology” section on the résumé. Don't make the assumption that the reader will “get” that you can use a variety of programs. Simply list what you can use. Don't tell a story. Just show what you know.



6. Checking the properties section of your file. Each computer has its own default properties embedded. This is especially common at schools and publicly shared computers. Make sure your information and not somebody else's is in each field. Go to “file” then scroll down to “properties”. Fill in the title and author section accordingly.

**Good luck!**

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