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COMMON RESUME PROBLEMS AND SUGGESTED REMEDIES

1. **Gap in employment.** You may have been a stay-at-home mom or dad, explored your own business, traveled, or built a house. Should you explain the gap? Yes, in your resume, possibly in a note toward the bottom of your resume, or in a cover letter.
2. **Transitioning to a new career.** You are now targeting a job related to your true passion or you have completed education for a new field, or you have realized the grass really is greener elsewhere. Emphasize your transferable capabilities. Come across as a high achiever.
3. **Refocusing.** This is a common need when companies are downsizing. You may have held a job you will never move up from and may never find again in a lateral move. One remedy is to specialize in a set of your capabilities and rebuild your resume around those.
4. **Overqualified.** This is mysterious feedback. It may signal your reviewer's conclusion that "You're too old," "You'll never fit in here," or "We have promised the job to someone else but need to interview more people." Just move on! But review your resume for ways to change it, too.
5. **Age problem.** Dates can be deleted as well as older jobs. Another beneficial practice is to update company and school names to their current names.
6. **One job, one company.** Certainly over the years the company changed, your job changed, and your skills changed, too. Analyzing each job responsibility in three to five year increments can reveal clues you can use to demonstrate your ability to adapt and make a contribution.
7. **Too many jobs.** You can prominently emphasize your career strengths, perhaps in bullet points at the beginning of your resume. These can pre-sell your reviewer. If your reviewer is pulled into reading your resume, they may be impressed enough to consider you, even with all your jobs.
8. **Best experience is way back.** The knowledge you gained from that experience, including practices and terminology, can be important in helping you present your case as a viable job candidate.
9. **Freelancer or business owner.** You probably wore many hats and undertook projects from A to Z. Too much information? Subtracting and focusing will help solve the problem.
10. **Focus too narrow or too wide.** You can expand your window of opportunity by featuring capabilities and strengths that are most relevant to your targeted job. Looking at descriptions of your ideal job on the Internet is invaluable. Analyze these descriptions. Then reflect the terminology used in these descriptions in your resume. Is your focus too wide? It's best to eliminate information from your resume that is not vital, especially information that is not relevant to your targeted job.