

# 5 signs of an unprofessional summary

If you are looking for a job, your resume is one of the most important documents. On the basis of its content, the employer decides whether to invite you for an interview. Therefore, this document should be well prepared. Let's see what mistakes are most often made by people claiming to work.

## 1. Invalid email address

One of the first information that the person reading summary, notes, are the contact details. Among them, in addition to home address and phone number, there is also an email address. The person whose e-mail is bad form, is already in a worse position. What would the employer when he sees such an address, such as: sprocket 35 or my sun, etc.? So if you have this type of address, it is better to create a new mailbox. You can be sure that this simple procedure will improve your starting position in the race up to the job of your dreams.

## 2. Typos

It would seem that a typo &#8211; nothing and can happen to anyone. Well, it's not a summary. Every, even the smallest stylistic error, a typo or spelling mistake for the employer means that you do not apply enough attention to what you are doing. If you want to get a job in a company, you have several times read your CV before sending it to avoid errors.

## 3. Strange trying to stand out

As you know, today you must stand out to get noticed. However, you should not overdo it. If you send your resume as an Annex to the cake for the employer, it will not necessarily be appreciated, even if you choose the best cake at the bakery. Should show your creativity, but to the extent in which it can be taken in a particular [essay writing service best](#) company, not to be ridiculed.

## 4. A lot of words and no content

Long summary is not good. No matter how many letters on the paper, it is important that they carry. Unfortunately, very often, in summary there is no content. So instead of writing "I did it, I worked there", it is better to describe the specific actions and their results. Currently, many companies operate on the principle of implementation of the project, you can use it and, in addition to your employer, in your resume, reflect your success in implementing plans, projects or activities. This will show a prospective employer that you really know what the effect of bringing your work.

## 5. Text wall

When viewing summary, the employer must quickly find all the interesting information. Therefore, the summary in the form of essays, not a good idea. Few people want to read the whole text. Most of us prefer to quickly view the items listed in paragraphs and clearly divided into such parts as education, jobs, Hobbies etc.

Create the perfect resume is not easy, but possible. Beware of the above errors, you have a good chance that you have sent the application will be noticed.