

Alumni Consulting Group

IT Consulting – Contract to Hire – Direct Placement

Job Hunting Mistakes and Blunders

- Lying or exaggerating about your skills, experience, education or employment history.
- Buying a degree from a diploma mill.
- Having an unprofessional outgoing voicemail message or ANY ring-back music.
- Including personal information in your resume or cover letter.
- Failing to include on your resume, required skills regarding the job for which you're applying.
- Failing to proof read your resume, cover letters or email messages.
- Applying to every position you see, regardless of whether you're a fit.
- Creating a resume that is more than five pages in length.
- Limiting your job search to only those jobs posted on job boards.
- Chasing money rather than opportunity.
- Being overly negative about previous employers, bosses or coworkers.
- Posting or having controversial material, photographs or websites anywhere on the Internet.
- Failing to disclose blemishes in your background, when you know the employer is going to check.
- Failing to receive permission before listing someone as a reference.
- Refusing to provide quality references – namely, former supervisors.
- Accepting a position you don't intend to actually take.
- Lashing out at recruiters, human resources or managers because you're frustrated with your job search.