

## Common Resume Errors

- **Error:** Inventing a new name for the college  
**Correction:** Use the full name, Sam M. Walton College of Business. Include the location as "Fayetteville, Arkansas" (or you may abbreviate state names, such as AR'). Don't include street addresses and zip codes of school and work locations.
- **Error:** Listing your undergraduate degree, earned or seeking, from the Sam M. Walton College of Business, as 'Bachelor of Arts' or 'Bachelor of Science' or 'Bachelor of Science in [Major]'.  
**Correction:** The Sam M. Walton College of Business offers two undergraduate degrees: 'Bachelor of Science in Business Administration' (abbreviated B.S.B.A. or BSBA) and 'Bachelor of Science in International Business' (abbreviated B.S.I.B. or BSIB). List your undergraduate degree and major like the following: Bachelor of Science in Business Administration in Accounting, expected May 2013. Don't forget to include your GPA.
- **Error:** Using really small fonts, really large fonts and/or too many font variations.  
**Correction:** Employers are typically reading many resumes, and are taking less than half a minute to read one. Really small fonts are hard to read and don't photocopy as well. (That applies to your address block as well.) What's too small? Generally don't go smaller than a 10 point, but notice that all font styles aren't sized equally. For example, a 10 point Arial font is smaller than a 10 point Antique Olive. What's too large? It depends. Your name might be larger than all other text, but resume content typically doesn't need to be larger than 12 point. You do not need to use four different font styles within a resume. One font style used with bolding and italicizing is enough variation for a resume.
- **Error:** Really wide margins with content squeezed in the middle.  
**Correction:** Your margins should be at least one half inch. You really don't need more than one inch. An employer isn't reading white space. Employers are reading your content, but you need to make sure that the content is easy to read and well-spaced at the same time.
- **Error:** Long wordy descriptions in your objective and elsewhere.  
**Correction:** You don't need complete sentences in your resume. Concise, understandable phrases are sufficient. Look at the examples in resume formats and samples. Optimal Resume offers some great content suggestions! Ask for a Career Center advisor's help, if needed.
- **Error:** Typos.  
**Correction:** You have one chance to make a first impression. In many cases, your resume, or your resume plus a cover letter, are the only things an employer has to base an impression of you. The resume is a critical document for presenting yourself. The view is that if you would make a mistake on your resume, you'll probably make a lot more mistakes on the job. It's easy to miss your own typos. Use spellcheck, but remember it won't catch every error.
- **Error:** Resume length - Too long!  
**Correction:** The best way to stand out from the crowd is with high quality content and a clearly written, neat, error-free document that is one page in length. Unless you have an extensive work history to present to an employer, there is no reason to present a resume longer than one page.