

Getting Yourself Hired

Lesson 4: Past the Expiration Date

BY DALTON HOOPER

If you could find a copy of someone's personal résumé from 30 years ago, you would be both amazed and bewildered by the information it contained.

Evolution

Not long ago, I was cleaning out the garage and came across a résumé my wife had written in the mid 1970s. I was intrigued by how much has changed in the look, feel, and content found in my wife's résumé - which was perfectly fine in its day - versus the résumés of today.

Appearance

Since it is in your best interest to keep up with what's in and what's out, let's begin with a comparison of the overall look and feel of the résumés from "back in the day." Even if all the information contained on my wife's résumé from 1974 were still correct, she would have virtually no chance of being taken seriously if she were to submit that same résumé today.

First of all, it was composed using a typewriter! While a typewritten résumé would certainly be better than a handwritten one, today's abundance of word processors and high-quality printers make them accessible to all. As a matter of fact, anyone can now go to their local public library and use the word processor and printer for little or no cost. Consequently, to submit a typewritten résumé in today's environment would make you come off as sloppy or lazy.

Content

Over the years, much information commonly found on résumés is no longer appropriate or even legal.

As time moves along, more information will cease to be relevant on your résumé, while new information will take its place.

Although commonplace in the past, you should never include information on your résumé such as marital status, age, gender, number of dependants, religion, health concerns, or physical limitations. You shouldn't include this information for two reasons:

1. It is illegal for an employer to use any of this type of information to make a determination of whether to hire you.
2. Most employers are diligent about adhering to the legal hiring guidelines and once you have exposed them to any "illegal" information about yourself, you have in effect, "tainted" their ability to disregard it. An employer may discard your résumé, not because they think you aren't qualified, but because they can no longer be impartial. The hiring manager can't "un-ring" that bell.

Are there other items that you should no longer include on your résumé, even though it may be legal? Absolutely! What is considered essential information and what is considered to be superfluous is always evolving with the business culture, technology, and other norms. Here are a few items I recommend you no longer include on your résumé:

Objective statement.

Objective statements serve no purpose in today's world. They waste valuable space on your résumé stating the obvious ("...seeking a job to .match my goals...blah, blah, blah..."). It is obvious that you are sending the résumé because you are looking for employment. To say so on your résumé is unnecessary. If you

really feel you must include this information, it should be a part of your cover letter verbiage.

References available on request.

Don't put this statement on your résumé. This is also something that is assumed in today's environment. You should always have references ready and available if I want to see them. If it is assumed, then you don't need to state it on the résumé. By the way, never put your list of references on the résumé itself. If I want them, I will ask for them - and you had better have them ready.

Hobbies or interests.

Unless it is a hobby or interest that is absolutely relevant to the position you are seeking and has contributed to your skills and expertise in the field, who cares? Keep this information off your résumé, also.

Your High School academic information.

In today's environment, it is assumed you graduated from high school and whether you made straight As or barely passed, it is only relevant to your college admissions board. Even listing the name of your high school on your résumé makes it appear as if you are desperate for verbiage.

Summary

From time to time, you should browse the internet, looking at the résumés of other professionals in your field to see how the norms are evolving. In a future lesson, I will talk about information that we didn't put on our résumés in years past, but should include now. Good luck!



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TO YOUR GROUP. FOR DETAILS, VISIT HIS WEBSITE AT WWW.WORDSANDWIT.COM.