

# Resume Red Flags

When dozens or even hundreds of resumes are piled on your desk, you need a way to narrow down your search. Here are a few things to watch for when weeding out candidates:

- Typos
- Misspelled words
- Grammatical mistakes and poor punctuation
- Outdated information
- A non-chronological organization or lack of dates, which could be an attempt to disguise either a history of job hopping or a long period of unemployment
- Use of vague title or descriptions such as consultant, with specifying tasks or jobs performed related to that position
- Irrelevant personal information or photographs
- A job history that indicates a lack of progress and promotions
- Frequent job changes
- Responsibilities listed that seem too important for the job title
- A grandiose job title for a junior employee
- Missing standard information that you would expect to find, such as a degree or educational history