

Title:
Article

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Summary:
The most common mistake made by people who attempt to put together their first resume is that

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Article Body:
The most common mistake made by people who attempt to put together their first resume is that
The most important piece of information that you should retain is that your resume, no matter
That person is normally someone in Human Resources whose job is to look at hundreds of resumes
There is information that, under most circumstances, should not be in a resume. This includes:
- Your age or date of birth
- Religious or political affiliations
- Reasons why you left your last job
- Your Social Security Number
- Health restrictions or physical limitations
- Any sentence that has "do not," "cannot," or "unable"

Age or Date of Birth

I repeat, you should not put your age or date of birth in a resume. In the US, an employer has
Therefore, if you're concerned that your age will be a factor, don't list the date you graduated

Religious Affiliations or Political Affiliations

It's generally recommended that you stay away from listing a particular type of religion or po

Reasons for Leaving Previous Jobs

We've become a mobile society and longevity in a position is now considered two years. People
If the job application asks you to give reasons for leaving your last job, a safe and truthful

Your Social Security Number (SSN)

The exceptions to this are federal resumes sent for civil service positions. A prospective emp
You'll be sending out many resumes; you won't know who'll be reading them. It doesn't cost muc

If someone knows your SSN, he can apply for credit cards or other important documents, such as

Information about Health and Disabilities

The Americans with Disabilities Act has changed the way businesses in the US recruit and hire

If the job description requires that you lift 50 lbs, the employer has the legal and legitimat

Find out your legal rights if you live outside the US.

Marital Status

I've added marital status because this is another issue that can work against you, particularly in the US. Companies will try to avoid hiring a single parent if at all possible. However, in the US they will. If asked this question in an interview, the proper response could be, "Can you tell me what th

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