



# Is Your Resume Getting Filtered Out?

## The 10 Red Flags Keeping You From the "Interview" Pile

Checking your own resume is difficult. Recruiters spend an average of 6 seconds looking at a resume before deciding its fate. Does yours pass the test? Use this checklist to audit your current document.

01

### **Outdated Objective Statement**

If your resume starts with "Seeking a challenging position in...", it's outdated. It focuses on what you want, not what the company needs.

#### **How To Fix It:**

Replace it with a Professional Summary that highlights your top 3 achievements and your unique value proposition.

02

### **Dense Paragraphs & No White Space**

Paragraphs longer than 3-4 lines are rarely read. If your resume looks like a novel, a recruiter will likely skip over your best parts.

#### **How To Fix It:**

Use clean, concise bullet points (max 2 lines each) with plenty of white space.



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### **Listing Duties Instead of Results**

Listing your "Responsibilities" (e.g., "Responsible for managing a team") tells a recruiter what you were supposed to do, not how well you did it.

#### **How To Fix It:**

Focus on impact. Explain how your actions moved the needle. (e.g., "Led a team of 10 to exceed annual sales targets by 15%").

04

### **Passive & Weak Language**

Starting bullets with "Helped with..." or "Worked on..." sounds passive and lessens your authority as an expert

#### **How To Fix It:**

Start every bullet point with a strong action verb like Spearheaded, Negotiated, Optimized, or Orchestrated.



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### **Zero Quantifiable Proof**

Vague claims like "Improved efficiency" mean nothing without proof.

#### **How To Fix It:**

Add numbers, percentages, or dollar amounts. How much did you save? How many people did you train? Data builds trust.

06

### **Unprofessional Contact Info**

Using an email like surfer\_dude99@gmail.com or an outdated domain (like AOL or Hotmail) can create an immediate negative bias.

#### **How To Fix It:**

Use a clean Firstname.Lastname@gmail.com (or Outlook) address.



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### **The "Skills Dump" Block**

Listing 50 skills in one giant block makes it hard for recruiters to quickly identify what matters most.

#### **How To Fix It:**

Group your skills into categories (e.g., Technical Skills, Core Competencies) and only list what is relevant to the job

08

### **Over-Complicated Formatting**

Using complex tables, images, or graphics in your header can cause issues when your resume is reviewed by different hiring systems or devices. In some cases, key details like your contact information may not display clearly.

#### **How To Fix It:**

Stick to a clean, standard layout that prioritizes readability over "artistic" flair.



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### **Irrelevant or Ancient History**

Including high school awards or your first part-time job from 15 years ago takes up valuable real estate.

#### **How To Fix It:**

Focus on the last 10–15 years of experience. If it doesn't prove you can do the current job, cut it.

10

### **Generic Applications**

If you send the exact same resume to five different job types, you likely won't hear back from any of them.

#### **How To Fix It:**

Mirror the keywords found in the specific job description you are applying for.



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## The Verdict

How many boxes did you check?

**0–2 Red Flags:** Your resume is in solid shape, but it may benefit from a professional polish to help it stand out in a competitive job market.

**3+ Red Flags:** Your resume may be getting overlooked before hiring managers fully see your potential.

***Don't let a formatting error or a weak bullet point cost you your dream job.***

Let a professional writer transform your experience into a high-impact, results-driven career story.

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