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Terms that Ruin Your Resume

By Judy Leu

Your resume is created for one purpose—to get you a job interview. Hiring managers are seeing more and more resumes these days. That means your resume needs to really market the skills and qualifications you have for a specific position. Tell the employer what they need to know—no more and no less. Listed below are terms and employer reactions.

- **“Salary negotiable”**—Duh! The ball is in my court. If you walk into an interview thinking “She better offer me \$15 an hour” you have lost the game. I’ll pay you what I think you are worth and what I can afford. If you ask for more, you’re over-priced, especially since I’m struggling to keep my doors open.
- **“References available by request”**—Double Duh! You and I both know that I like to have references so why not give me list of contacts and numbers during your interview?
- **“Responsible for _____”**—One of my personal pet peeves. So if you were responsible for something, what did you actually do? I really want to know if you supervised, led, coordinated, what?
- **“Experience working in _____”** Again—what did you do? Give me the details.
- **“Problem-solving skills”**—Did you know that monkeys and dogs have problem solving skills? In fact most humans have solved a problem or two in their lifetime. Tell me something that will help my business.
- **“Detail-oriented”**—This is always good for a laugh when I see the typo in your cover letter. Let’s face it, most people are detail-oriented so some degree.
- **“Hardworking”**—Isn’t everyone? On the other hand “hardworking” is also a matter of opinion. Some people think they are hardworking when they are actually hardly working.
- **“Team player”**—Most jobs are not solo gigs. Tell me how you contributed to the team.
- **“Proactive”**—Really? Just sounds like filler to me...
- **“Objective”**—Tell me what you are applying for. When I read “A position in a growing company where my vast experience and outstanding skills will be utilized” This tells me you really don’t know.

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Gather and analyze credit information on current and potential borrowers; determine the advisability of granting credit for diversified types of loans; and assisting loan officers in writing loan requests. AA or BA degree in accounting, finance or business, intermediate Microsoft Office and financial analysis software experience required. Lending background is preferred. Please send your resume, cover letter with salary expectations and list of prior employer reference contacts to: Human Resources, NCNB, 614 N Mission St, Wenatchee, WA 98801 by Dec. 5, 2011.

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Job Search Quote for the Week:

Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude.
Thomas Jefferson

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