



## **Information to Leave Out of Your Resume**

### **Personal Information**

Do not include your age, weight, height, gender, race, marital status, or family information, such as number of children and their ages. These facts could be used in a discriminatory manner.

### **Photographs**

Do not include photos of yourself or your family.

### **References**

Do not list references or use the phrase "references available upon request."

### **Negative Information**

#### ***Reasons for Leaving***

You do not need to include the reason for leaving each of your previous positions. This type of information can be misunderstood or viewed negatively. Share this type of information during an interview, where you are able to explain yourself.

#### ***Failures***

Do not include any information that could be viewed negatively, such as marriages, businesses, or certification exams.

### **Salary Information**

If the advertisement says to include your salary requirements, put them in your cover letter only, not your resume.

### **Every School Attended**

Include only your most recent educational history. Avoid listing your preschool, elementary school, or middle school.

### **Weekend Jobs and Vacations**

If you are looking for your first job, you may need to include your weekend jobs that you worked while attending school. Otherwise, leave out your weekend jobs. Also, leave out any vacations you may have coming up. You can discuss them during the interview.

### **Exaggerations**

Always tell the truth on your resume. If the interviewer discovers you provided false information, you will not be hired.

For additional formation please contact your Next Level office:

**Staffing Services**  
Clerical / Industrial  
(262) 408-5332

**Professional Services**  
Engineering / Professional  
(262) 293-4288