



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