



The 10 Most Common Mistakes Tech Writers Make When Looking for Work

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Overview

- **Recruiters (both HR and external agents) receive tens if not hundreds of resumes a day.**
- **Do everything you can to make it easy for them to help you get the job.**
- **The mistakes are presented in order of chronology, not severity—some are more “deadly” than others!**



1. Not Following Submission Directions

- **Make a good first impression—
follow the submission directions!**
- **MS Word or PDF?**
- **“No calls.”**



2. Not Building Professional Relationships

- **Get to know people, build your professional network, meet your recruiter.**
- **You want someone who will sing your praises to the next person in the hiring process...**
- **...especially if you are not an exact match or have an odd situation.**
- **Plus, when a great job comes in, who do you think we're going to call first?**



3. Bad Manners

- **It's poor form to mail your resume to 45 recruiters in one email...**
- **...especially when you display them all in the To: field!**
- **Keep a log of where your resume has been sent.**
- **Don't insult the recruiter.
(I'm not kidding—it happens!)**

A horizontal banner image showing a blurred, long-exposure photograph of city lights at night, with various colors like yellow, red, and green reflecting on a wet surface.

4. Applying When You Are not Even Remotely Qualified

- **Pay attention to the "must have" vs. "nice to have" requirements.**
- **Do apply for jobs that are a bit of a stretch, but at least be in the ballpark!**



5. Not Summarizing Skills vs. Requirements

- **Not all recruiters have the time to read your resume from top to bottom.**
- **Many just skim for keywords.**
- **They can't possibly understand what makes a good TW as well as you do.**
- **Do you really want someone who is not a professional TW deciding if you are a good enough to pass on?**



5. Not Summarizing Skills vs. Requirements

- **Be proactive: send a summary of how your experience matches the job requirements.**
- **If you don't have one of the requirements, this is where you say, "I don't have XYZ, but I do have ABC..."**



5. Not Summarizing Skills vs. Requirements

- **Suddenly, recruiters love you:**
 - They didn't have to search for the information.
 - You typed the summary for them.
 - You pointed out important information they may have missed.
 - All they had to do is verify the information and pass it on.



6. Misnaming Your Resume

- **Remember, recruiters receive tens if not hundreds of resumes a day.**
- **Would you want to receive 100 resumes a day named "resume.doc"?**
- **Name your resume so it can be found easily: for example, "Joe Jones.doc"**



7. Poor Resumes

- **Your resume is the first sample of your writing skill and attention to detail.**
- **Hiring managers judge candidates based on their resumes...**
- **...and *will* disqualify you if they find errors in your resume.**
- **Make sure you have ZERO DEFECTS in your resume!**



8. Mis-evaluation of Importances

- **Highlight your strengths.**
- **Minimize your weaknesses.**
- **Put the most applicable information, experience or skills near the top of your resume.**
- **Put less applicable experience near the bottom.**



9. Not Anticipating Questions

- **Recruiters will wonder about oddities in resumes, so be proactive and explain them.**
- **Examples:**
 - **Gaps in Your Work History**
 - **Your Citizenship or Work Visa Status**
 - **Moving from Contract to Perm**
 - **Need Relocation Assistance?**



10. Not Keeping Current

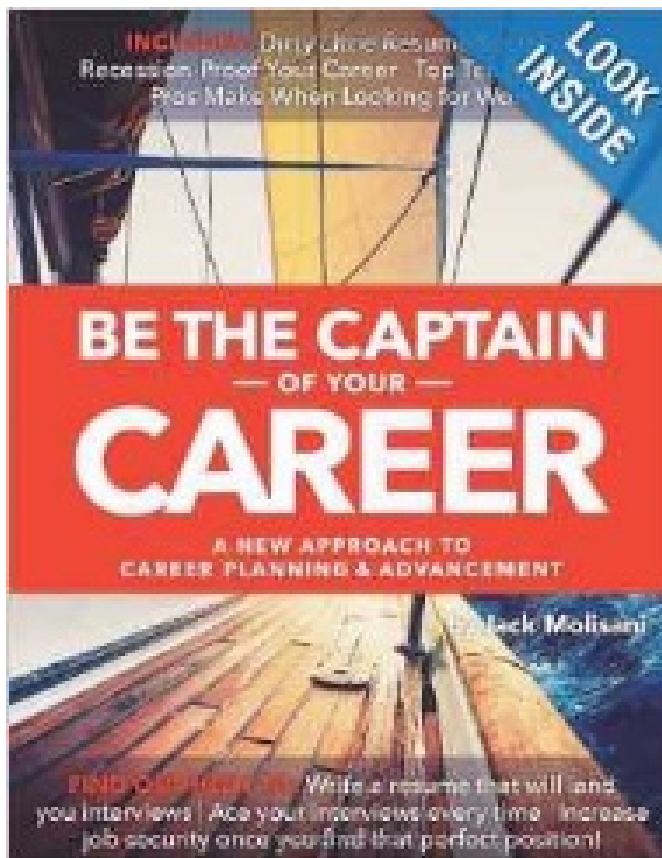
- **Not knowing popular tools**
- **Nothing is worse than losing a great job because someone else kept up with the latest tools and technology and you did not.**



Summary

- **Follow submission directions.**
- **Use good manners.**
- **Name your electronic resume.**
- **Use a professional email address.**
- **Have a flawless resume.**
- **Highlight your strengths, minimize your weaknesses.**
- **Keep your skills current.**
- **Include a summary of how your experience and skills match the job requirements.**

Recommended Reading



- Available on Amazon.com in paperback and Kindle formats
- Please order a copy on May 1st



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