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FAST TRACK / These Resume Bloopers Good for Laugh, Not Job; [ALL EDITIONS]

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Abstract (Document Summary)

JUST ABOUT THIS time last year, I wrote about "resumania." That's the name Robert Half - founder of Accountemps, a California-based staffing company - has given to the embarrassing, but sometimes humorous goofs that find their way into resumes, job applications and cover letters.

Despite a column Half has been writing on the subject for The National Business Employment Weekly, it seems that people have still not caught on to the value of proofreading or asking a friend or relative to double-check their work.

He's sharing with us a whole new batch of resume and cover letter bloopers that were sent to him by business associates and other professionals. Let's think of this as Son of Resumania. Here's a sample:

Full Text (735 words)

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JUST ABOUT THIS time last year, I wrote about "resumania." That's the name Robert Half - founder of Accountemps, a California-based staffing company - has given to the embarrassing, but sometimes humorous goofs that find their way into resumes, job applications and cover letters.

Of course, you and I and the hiring managers get a good chuckle over them. Job applicants get the boot.

Despite a column Half has been writing on the subject for The National Business Employment Weekly, it seems that people have still not caught on to the value of proofreading or asking a friend or relative to double-check their work.

He's sharing with us a whole new batch of resume and cover letter bloopers that were sent to him by business associates and other professionals. Let's think of this as Son of Resumania. Here's a sample:

-- "Worked party-time as an office assistant." (In charge of requisitioning the Doritos and margaritas perhaps?)

- "Computer illiterate." (Just the skill we need as we approach the 21st Century.)
- Objective: "To learn new skills and gain training which will help me develop my business." (Could we throw in some pens, pencils and paper clips too?)
- "Typing speed of 40-50 rpm." (VAARRROOOOOOOM!)
- "You have nothing loose by calling me for an interview." (We'll try to fit you into our tight schedule.)
- "Outside activities: a bell ringer for the Salvation Army." (Calling all Pavlov's dogs.)
- Reason for leaving: "I did not have enough idle time." (His mentor: the Maytag repairman.)
- "Willing to relocate to residence in upscale neighborhood on waterfront with easy access to mass transit." (So, we wouldn't need to send a private jet to pick you up each morning?)
- "I'm a hard worker, but don't do well with change, such as mergers, acquisitions, downsizing, relocations and new phone systems." (That voicemail menu gets 'em every time.)
- "Able to whistle while pretending to drink water at the same time." (Just the right talent to spice up our annual meeting.)
- "Prefer to work alone in maximum privacy." (Guess we could give the rest of the staff an extended vacation.)
- "From what I've experienced with your company so far, you certainly do need customer service help. Kindly review my resume for the customer service position you advertised." (Flattery will get you everywhere.)
- "My work history is outlined on my enclosed resume. As you can see, there isn't anything too impressive about it." (We'll promote you to management right away.)
- "I am entirely through in my work; no detail gets by me." (Not even one?)
- "If I'm hired for the position, I hope you will give me an office with windows. I'm not very productive if I can't see the sun and flowers." (We're sure some executive vice president would be delighted to give up her office.)
- "A scholar of life and mishaps." (And which do you plan to apply here?)
- "Please see how your enclosed resume will meet the job requirements." (Why didn't we think of that? Hiring ourselves for the position.)
- "Planned and held up numerous meetings." (Stick to the agenda and no one gets hurt.)

And once again, we get to share some home-grown bloopers that have been sent to area managers, who were nice enough to pass them on to me:

- From a human resources manager at a French bank, with a nod to applicants who do mass mailings of format

letters: "And, so after much study and research, I've decided that City Bank is the place for me." (As they're not City Bank, it's tempting to say, "Go for it," says this manager.)

-- From a hiring manager in Kew Gardens, Queens: A candidate for an administrative assistant job wrote to say he has a "correct and civil relationship with IBM PCs." (We hate it when people bicker with their PCs, don't you?)

-- From Matt McBride, Dependable Promotions Co., Bohemia: "I am very dependable. A fast, complete leaner." (He may have a spot - next to a wall.)

-- This last one from a staffing director at a large services firm based in Melville: "Constant intercourse with sales department and upper management." (It's the constancy that really sells us!)

READERS' COMMENTS - Write to me at Newsday, 235 Pinelawn Rd., Melville, NY 11747. Or send E-mail to kitchen@newsday.com.

[Illustration]

Illustration- Man baffled about writing his resume

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