

## PREVIOUS JOB RESPONSIBILITIES

Puffery is very common on all resumes. We all slant our resume to make them sound as if we have more experience than we do. The trick is to do in such a way that it is believable.

Make them whenever you have to, to match the background responsibilities that they are looking for, as long as you can back it up. If you are going to talk the talk, you had better walk the walk.

One of the red flags that human resources people look for is weighing you held more responsibility and then your title would make sense.

The job title that you say you held in the level responsibility that you held must match, and make sense. Otherwise, you open yourself up to a lot more further investigation.

For example, if you were an assistant sales manager why would you be doing all the details of the job of the actual sales manager? A logical explanation would be that the actual sales manager was sick, out-of-town, or some other similar reason...

Everyone knows that sometimes, people can end up with more responsibility than their job implies. Make sure that your resume content makes sense or you will arouse suspicion. Which usually leads to a bunch of questions you may not want to answer.

## SALARY HISTORY

When he comes in negotiating salary, companies can get very nosy about your past salary compensation history. It's always best for you to never mention what your salary background was. Salaries are a common way for companies to screen people out.

Again, this is a time when doing your homework or research comes in handy. Your prospective employer will have a definite idea as to how much you were making at your previous job. If your stated salary doesn't match the job, you may arouse some suspicion. In some cases a future employer might ask you to see your paycheck stubs, income tax returns, 1099s, W-2s, and any other documents relevant to your claim.