



## Can You Omit Certain Jobs From Your Resume

In short, it may be appropriate and advantageous to omit certain items from your resume.

To see why, let's start with some resume basics. The resume has two primary purposes: (1) to help you set up a face-to-face meeting with a prospective employer; and (2) to help set the agenda for that meeting. Thus, the resume should be a forward-looking document that explains to the reader what you can do for them. In light of its forward-looking nature, and the fact that it's a marketing piece for you, the resume does not have to include every job you have ever had, or every duty you have had on that job.

To be sure, there are countervailing concerns. Employers are concerned about gaps in work histories because such gaps may signal work performance problems or a pattern of job-hopping.

For example, it might be appropriate to omit from your resume reference to the firm in which you stayed for only three months. One possible way to do this is to list the years (but not the months) where you worked at various employers.

Omitting certain entries on your resume may also help combat concerns about age discrimination and or being perceived as overqualified. For example, it may be appropriate to omit listing the years in which you graduated from law school and college. Depending on your job history, and the extent to which it raises the job hopping concern, it might be advisable to list only the experience you have had in the last ten to fifteen years. Likewise, you may indicate (in a cover letter or Summary of Qualifications) that you have had more than ten or fifteen years of experience, rather than mentioning that you actually had twenty-five years of experience.

Regardless of how you list your experience on your resume, you need to be prepared to discuss the experiences you omitted from the resume if you are asked to address those experiences at an interview, or if you are asked to fill out an application, and are required to list all your prior employers, or your graduation dates.