



Resume Do's & Don'ts

DO	DON'T
<ul style="list-style-type: none"><input type="checkbox"/> Keep it to 1 page, unless you have extensive work history related to the job you are applying for<input type="checkbox"/> Use Microsoft Word, Google Docs, or Career Coach Resume Builder so you can update and revise your resume<input type="checkbox"/> Print cover letter and resume on quality 8 ½ x 11" paper that is white or ivory and always use black ink<input type="checkbox"/> Review your resume and let someone else review it for accuracy, consistency, grammar and spelling.<input type="checkbox"/> Give short and brief work descriptions<input type="checkbox"/> Provide all details of your daily tasks and major projects you accomplished<input type="checkbox"/> Set margins at ½ - 1". Margins can be adjusted to allow for additional information.<input type="checkbox"/> Bold your headings and be consistent with formatting<input type="checkbox"/> Follow the example resumes provided on the career services webpage<input type="checkbox"/> Change your summary for every position applying for<input type="checkbox"/> List Education in reverse chronological order (most recent first)	<ul style="list-style-type: none"><input type="checkbox"/> Use crazy FONTs or FONT sIzEs, 10-12 font size is recommended<input type="checkbox"/> List anyone as a reference without their permission<input type="checkbox"/> Use an online template as you may not be able to go back and revise or update<input type="checkbox"/> List personal information (age, height, weight, race, ethnicity, marital status)<input type="checkbox"/> Use I<input type="checkbox"/> Abbreviate unless it is for a state (ex. AL, GA)<input type="checkbox"/> Include salary requirements unless asked to do so

20-30 Second Scan

On average employers spend less than 30 seconds looking at a resume. Use bullets, bold font, and indentions to guide their eyes.