

Resume DO'S

DO use a direct, active writing style. Make your statements short telegraphic sentences. Begin sentences or phrases with action words.

DO open with an objective or summary statement. Tell in which functional area you want to work; what combination of special skills/expertise you bring to a job; what you can do for your future employer.

DO keep it to one or two pages, but never more.

DO make it visually appealing. Use lots of white space, wide margins, easy to read type.

DO support all activities and responsibilities with results and accomplishments.

DO pick a resume format and be consistent. If dates appear on the left side of the page, don't randomly switch to the right side later on.

DO try to lay out your resume so that a job description or a sentence on the first page doesn't run over to the second.

DO keep the receiving of your resume in mind. Ask yourself, "If I were the employer, would I hire this person?" If the answer is not an unqualified "YES" you still have some work to do.

DO proofread the final product for correct spelling, punctuation and grammatical and typographical errors. Have an independent, "critical" person proofread for errors you may have missed.

DO use 8 1/2 " x 11" paper, good stock – white or cream colored.

Resume DON'TS

DON'T use abbreviations. Use professional or technical jargon, only if it is relevant to the position you seek.

DON'T include extraneous information such as personal information that does not support your objective or summary statement.

DON'T use odd-sized paper, overly fancy type, color, style, or anything considered eccentric.

DON'T put a snapshot of yourself on the resume.

DON'T list references. Reserve them for the interview.

DON'T give personal data: age, marital status, number of children, health.

DON'T devote more space to early jobs than to recent ones. Employers are generally interested in your most recent experience.

DON'T leave gaps between employment dates. Briefly state a good reason for the gap, e.g., returned to school full-time, or worked on temporary jobs. Or use functional resume format.