



Writing Center

Bowling Green State University
303 Moseley Hall
(419) 372-2221
writers@bgsu.edu

TIPS:

Visit <http://owl.english.purdue.edu> for resume examples and advice from members of application committees.

Make an appointment with the Writing Center by calling 372-2221 or email us at writers@bgsu.edu if you have any more questions about your writing!

Visit the BGSU Career Center at Saddlemire 360, or call 372-2356.

Revised by Steve Barrie, Alissa Burger, Barbara Toth, Debbie Hine, and Justin Shullick, 2007

Moseley Hall Hours:

Mon & Thurs 9 am. - 5 pm.
Tues & Wed 9 am. - 5 pm.
Fri 9 am. - 3 pm.

Bromfield Satellite Hours:

Sun & Mon 6 - 10 pm.

Kohl Satellite Hours:

Wed 6 - 10 pm.

McDonald Satellite Hours:

Sun & Tues 6 - 10 pm.

H. S. R. C. Satellite Hours:

Sun & Tues 6 - 11 pm.
Mon & Wed 6 - 10 pm.

Resumes

1. Do's:

- Use parallel structure.
- Punctuate sentences correctly.
- Reserve capital letters for proper nouns.
- Spell out abbreviations the first time you use them.
- Check and double-check spelling & grammar.
- Use a readable font size (11 or 12) and type font (Arial, Times, or Courier).
- Use a larger font for heading to make it stand out.
- Use resume-quality paper.
- Present yourself accurately. (Be descriptive and specific, but don't lie).
- Include a brief summary statement, which outlines your professional qualities and comes after the heading.
- Include your most significant accomplishments & successes in the workplace.
- Use action verbs.
- Create an attractive layout by using short paragraphs, bullets, and white space.

2. Don'ts:

- Don't go overboard on highlighting techniques, such as underlining, **boldfacing**, & *italicizing*.
- Don't be unnecessarily wordy. Keep descriptions brief.
- Don't use "I," "me," "my," and "we."
- Don't use company or industry jargon or other "buzz words."
- Don't include your desired salary. Save this for the interview.
- Don't include references. Instead say, "References are available upon request." If employers want them, they'll ask for them, so have them handy...on a separate sheet of paper.)
- Don't bore your reader with too much information. Employers want an attractive, at-a-glance guide to you & your skills.
- Don't get overly personal. Focus on career related skills and achievements.

3. Tips:

- Make a timeline of your previous jobs, and then outline your responsibilities at each position and the skills applied.
- GPA is not required, but employers may think it's lower than it is if you don't include it.
- Research the companies/employers you are sending your resume to in order to see how you would be a suitable fit for them.
- Include your contact information: name, phone, and home and email address.
- Choose your words and edit very carefully; words represent who you are (on paper).