

## 1. Do's:

- Use a readable font size (11 or 12) and type font (Arial, Times New Roman, or Courier for example).
- 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 larger font for heading to make it stand out.
- Use resume-quality paper.
- Present yourself accurately. Be descriptive and specific.
- 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.

## 3. Tips:

- Make a timeline of your previous jobs, and then outline your responsibilities at each position and the skills applied.
- 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).

1. Tailor your resume to a specific job

✓ Be ready to include or exclude information based on the position you are applying for

2. Check for parallel structure

## 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 available upon request." If employers want them, they'll ask for them, so have them available 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.

✓ Make sure headings and Subheadings are structured comparably

### 3. Use Verbs consistently and strategically

✓ Check for tense consistency throughout

- Use past tense for jobs you've had in the past (supervised ten employees . . .)
- Use present tense for current job (supervise ten employees . . .)

✓ Use accurate and strong verbs to describe job duties

Some examples include:

- Coordinated
- Demonstrated
- Launched
- Negotiated
- Supervised

### 4. Make sure contact information is accurate

### 5. Have more than one person give you feedback on the content and accuracy of your resume

✓ Recommended readers:

- Someone in your chosen profession
- An instructor or advisor
- A writing consultant from the Learning Commons
- A faculty member from the Career Center

*Sections created by Dr. Barb Toth, Fall 2006*