

RESUME DOS AND DON'TS

Do:

- ◆ Focus on the specific results of your work, significant achievements, and recognition received
- ◆ Use action verbs, such as “created” or “coordinated” to describe your experience
- ◆ Get feedback from several people, including a career counselor
- ◆ Have somebody you trust proofread your resume for spelling and grammatical errors
- ◆ Remember to describe both your paid and unpaid or volunteer experiences
- ◆ Exercise restraint rather than cramming too much information onto a resume
- ◆ Tailor your resume to each specific position
- ◆ Omit experiences that you would not want to repeat in future positions unless they are necessary for the job
- ◆ Use high quality paper in a neutral color
- ◆ Use readable and consistent fonts
- ◆ Edit your resume appropriately if sending in the body of an e-mail

Don't:

- ◆ Use resume templates included in word processing software
- ◆ Manipulate margins or font size to accommodate information in place of proper editing
- ◆ Use long sentences or paragraphs
- ◆ Use abbreviations
- ◆ Write long objectives, such as “To find a sales position at a medium-sized corporation where I can grow and develop my management skills”
- ◆ Use meaningless words or phrases such as “seeking a challenging position” or “seeking a position working with people”
- ◆ Use phrases such as “Responsibilities included”
- ◆ Include irrelevant job duties such as “made copies”
- ◆ Begin phrases with “I” or use complete sentences
- ◆ Include personal information, such as photos, marital status, social security number, age, or national origin
- ◆ Include references, reason for leaving a job, exact dates, salary, availability
- ◆ Use flashy graphics or colored paper
- ◆ Mention controversial activities or associations
- ◆ Exaggerate your experience
- ◆ Submit the same resume to every employer, regardless of the position