



Resume Dos and Don'ts

Do....

- Do send your resume with a cover letter.
- Do strive to make a good impression.
- Do make your resume clear, concise and easy to read.
- Do use BOLD for section headings.
- Do emphasize your strongest qualifications.
- Do focus on accomplishments, skills, and results.
- Do print your resume on high quality, ivory 8 ½ by 11 linen paper.
- Do make contacting you easy. i.e. consider including home & office telephone numbers.
- Do include descriptive terms that include supportive facts and figures.
- Do use bulleted short phrases, not long and complex sentences.
- Do utilize action words (verbs).
- Do list your most recent job/educational experience first.
- Do list job titles, dates, cities and states.
- Do use word processing and spell checkers.
- Do ask your teacher, counselor or career counselor to proof read your resume.
- Do create a resume tailored to each job you are seeking.
- Do keep your resume up-to-date.

Don't...

- Don't title your resume as "Resume"... start with "letterhead" contact information.
- Don't mail or fax if email is an option.
- Don't use fancy fonts.
- Don't use personal pronouns "I", "my" or "me"
- Don't use passive words.
- Don't use colorful paper – white, buff or ivory is standard.
- Don't include a picture or other artwork.
- Don't lie. Brag but never lie.
- Don't include your whole life's history, just what's relevant for the job you are seeking.
- Don't include personal information.
- Don't include salary information.
- Don't include more than 10-15 years of employment history.
- Don't say you were laid off or fired from your last position. Save it for the interview.
- Don't include personal references. Put them on a separate sheet.
- Don't include "References available upon request." If they want them they will ask.
- Don't include your age, height, weight, marital status, sex, ethnicity, health, religion, or political affiliations.