RESUME DOS AND DON'TS

DO

♦ **Limit resume to one page.** For a recent college graduate with limited work experience, list 2-3 jobs. If you have extensive work experience (ten years or more), one-and-a-half to two pages should be the limit.

♦ **Avoid overcrowding.** Make your resume well spaced and organized so that it can be easily screened by the reader. Leave at least one-inch margins on the top, bottom and sides.

♦ **Use readable font.** Use size 11-12 point and common fonts such as Sans Serif, Arial, Times New Roman.

♦ **Emphasize headings** with **bold print,** CAPITAL LETTERS and/or <u>underlining</u>.

♦ **Use "bullet" statements** to highlight your accomplishments.

♦ **Quantify** results (i.e. use numbers) whenever possible

♦ **Be honest** about your accomplishments.

♦ **Proofread carefully.** Double-check spelling and make sure grammar and punctuation are correct.

♦ **Use high quality paper** - Your cover letter stationery and envelope should match the color and weight of your resume paper. Your bookstore and most copy services will sell matching blank paper and envelopes.

♦ **Give your references a current copy of your resume.**

DON'T

♦ Include references on your resume or end your resume with "References Available upon Request".

♦ Use resume templates that come with word processing software.

♦ Include personal information such as marital status, social security number, age, or national origin

♦ Use flashy graphics or colored paper

♦ Mention controversial activities or associations

♦ List unrelated, minor duties, such as "opened mail" or "filed documents"

♦ Use acronyms or abbreviations.

♦ Staple resume pages together or copy a two-page resume on both sides of one page.