

Resume Do's- Format

- Use one page, unless you have years of experience—employers only spend 20-30 seconds skimming resumes. Two and one half pages should be the maximum.
- Keep phrases and sections short (no section of more than ten lines).
- Use indented and “bulleted” statements where appropriate rather than complete sentences.
- Use bolding, different size type, marked phrases, spacing and titled section and sub-sections to help readers skim your resume to find the specific information they are seeking.
- At a minimum, consider bolding your section headings and name and enlarging headings and name. Make sure your name is as large or larger than anything else on your resume.
- Consider using columns when listing coursework, lab techniques, computer hardware/software, etc.
- Intentionally order the sections and “bullets” within each section. Criteria should be what you think will be most important to the employer focused on your objective.

Resume Do's — Content

- Make sure that 90% to 100% of your content relates to your objective, directly or indirectly.
- Be sure the action verbs maintain consistency in tense — present tense for what you are doing now, past tense for what you did.
- Use simple, concise terms rather than complex expressions that say the same thing.
- Use quantities, amounts, dollar values where they enhance the description of what you did (“increased sales by \$100,000 per year”).
- Have someone with good English skills check for spelling, punctuation, and grammar.
- Never use “I” or “me”.
- Do not include hobbies, avocation or social interests unless they clearly contribute to your work abilities or your uniqueness.
- Avoid purely personal evaluations, e.g. “Am an intelligent and diligent researcher.” The statement, “Have finished three major research projects” could be included.

Resume Do's – Printing

- Type your resume using your own word processing software or in the computer lab. Make sure your original gets printed on a laser-quality printer.
- Duplicate your resume on resume-quality paper. This is heavier and of a better texture than normal paper. Use white paper. Stay away from the bright-colored paper. Be sure to photocopy from an original that is on white paper and has laser print quality. If you fax your resume, use a white original.
- Purchase envelopes and blank sheets to match if you wish. If you think your resume will be scanned (see that section), do not fold. Use a large envelope

Resume Don'ts

- Don't include pictures.
- Don't put resume in fancy binders or folders.
- Don't forget phone number, area code or zip code.
- Don't list gender, weight, health or personal irrelevancies.
- Don't include problems (divorce, hospitalization, handicaps).
- Don't include addresses of prior employees (city and state are all that's necessary).
- Don't include salary information in your resume.