

THE DOS AND DON'TS OF RESUME WRITING

- **Do** consider a bulleted style to make your resume as reader-friendly as possible.
- **Do** keep your resume to one or 2 full pages. You have 1.5 pages? Try to condense to 1.
- **Don't** ever lie on your resume.
- **Do** include ways to contact you — Website address/URL (if available), address, a single phone number (no second/third number, no fax number), and a single email address.
- **Do** give your resume as sharp a focus as possible. Given that employers screen resumes for as few as 6 seconds, you need a way to show the employer at a glance what you want to do and what you're good at.
- **Don't** use personal pronouns (I, my, me) in a resume.
- **Don't** leave out the locations of your past jobs (city and state). This information is expected, but many job-seekers unwittingly omit it.
- **Do** list your jobs in reverse chronological order and include dates (or rough dates, eg. August 2011-September 2012)
- **Do** avoid the verb, "Work" because it's a weak verb. Everyone works. Be more specific. "Collaborate(d)" is often a good substitute.
- **Do** emphasize [transferable skills](#), especially if you don't have much experience or seek to change careers.
- **Don't** emphasize skills and job activities you don't want to do in the future, even if they represent great strengths for you. In fact, you may not even want to mention these activities. Why describe how great your clerical skills are if you don't want to do clerical work in the future?
- **Don't** list high school (unless you're still a teenager)! If you are a teenager don't list your elementary schools
- **Don't** include on your resume your height, weight, age, date of birth, place of birth, marital status, sex, ethnicity/race, health, social security number (except on an international resume), reasons for leaving previous job(s), names of former supervisors, specific street addresses or phone numbers of former employers, picture of yourself, salary information, the title "Resume," or any information that could be perceived as controversial, such as religion, church affiliations, or political affiliations.
- **Don't** include hobbies or other irrelevant information on a resume. Unless they fit with the job of you need to fill space.
- **Do**, however, list sports if you're a college student or new grad. Many employers specifically seek out athletes because of their drive and competitiveness, as well as teamwork and leadership skills.
- **Don't** list references right on your resume. References belong in a later stage of the job search. Keep references on a separate sheet and provide them only when they are specifically requested.
- **Do** realize that the phrase "References available upon request" is highly optional because it is a given that you will provide references upon request. If you couldn't, you would have no business looking for a job. The line can serve the purpose of signaling: "This is the end of my resume," but if you are trying to conserve space, leave it off.
- **Do** proofread carefully. Misspellings and typos are deadly on a resume.