

Résumé Guidelines

After completing a draft of your résumé, use the following checklist of guidelines to ensure that your résumé is as accurate and professional as possible:

- _____ Address and telephone numbers are complete
- _____ Career summary is complete, but brief
- _____ Technical skills, if you have them, list them near the top of the résumé
- _____ Company names, job titles, and employment dates are consistent in format (see résumé examples)
- _____ Employment dates are offset, easy to read and accurate. Make sure you have also included both the month **and** the year
- _____ A brief description of skills and functions as they relate to the position are included. Strongest statements are listed first
- _____ Use bullets not paragraphs
- _____ Your current job has the most number of bullets, this shows growth and promotion (For example, if your current position has 6-8 bullets, the job prior to that should have 5 or 6, the job prior to that job should have 4 or 5, etc.)
- _____ **Action verbs are used in correct tense (See Appendix A)**
- _____ Information is specific and to the point
- _____ Use quantities, amounts, dollar values when relevant. For example, increased sales by \$200,000 per year
- _____ **Verbiage is concise, complete, accurate, and grammatically correct**
- _____ Proofread résumé for spelling and grammatical errors
- _____ None of your bullets begin with ‘**responsible for**’ or ‘**responsibilities included**’ or ‘**duties included**’
- _____ Information is organized so that it is easy to read. Your résumé should not be a puzzle for a manager/recruiter to put together.
- _____ Overall layout of résumé is **neat and professional**
- _____ Acronyms and abbreviations are spelled out completely the first time
- _____ Résumé is 1-2 pages, 3 pages or more is too many - don’t forget to put your name and page 2 on the second page, a full heading is not necessary
- _____ Information presented is honest and accurate
- _____ Dates are not on education, it shows age
- _____ Salary information, written testimonies and references are excluded from résumé, but available if requested
- _____ Light-colored or white, quality stationery is used

Remember a recruiter is not a mind reader – if they are requiring something in a job description and you have it, make sure it is on the résumé or in the cover letter - you rarely get a second chance.

Résumé Don'ts

The following is a list of things **not** to do when writing your résumé.

Don't:

- Don't forget a Career Summary
- Don't use slang (jargon)
- Don't use I; it is implied. (This rule does not apply in your cover or thank you letter)
- Don't use long sentences - bullets are complete thoughts, not complete sentences
- Don't use paragraph format, always use bullets, they are much easier to read and easier for the human eyes to scan
- Don't be too detailed - stick to the basics
- Don't start a bullet with "responsible for" or "responsibilities included". Being responsible for something is different than actually doing it. Replace it with on-the-job accomplishments using action verbs (Appendix A for a list of action verbs) to describe **exactly** what you did. This is the fastest way to improve your résumé.
- Don't go back more than 10 - 15 years
- Don't talk about the success of the account/group. **Focus on how you contributed to the success of the account/group.**
- Don't cram it all on one page, two pages are acceptable - don't forget your name on the second page!
- Don't include your high school education, it is not necessary especially if you have a college education or work experience
- Don't list references or include the phrase "References Available upon Request." They will specifically ask for references if they are required. The phrase just wastes space on your résumé.
- Don't provide more information than requested (salary information, written testimonies, references)
- Don't list sex, weight, religion, marital status, number of children, hobbies, or social interests
- Don't include physical, health, or appearance information unless related to position
- Don't use expensive binders or folders
- Don't use dark colored paper, it doesn't fax or scan well
- **Don't use any résumé template;** they make updating and adding information difficult