



General Resume Guidelines

Do's

- Lead with your strongest statements
- Emphasize your skills
- Keep it brief (1 - 2 pages)
- Use 8 1/2" x 11" paper
- Correct all typographical, grammatical and spelling errors
- Include employment related accomplishments
- Target your qualifications
- Clearly communicate your purpose and value to employers
- Maintain eye appealing visual appearance
- Use the best format to showcase your skills
- Appear neat, well organized and professional
- Always include a cover letter when mailing your resume
- Use quantifiable measures, values, percentages, measurable outcomes, to enhance your qualifications

Don'ts

- Do not use abbreviations (exceptions include middle initial and directions such as N for North)
- Do not use "I" to refer to yourself
- Avoid any mention of salary expectations or wage history
- Do not print on a Dot Matrix printer
- Do not use fancy typeset, binders or exotic paper
- Do not send a photograph of yourself
- Avoid statements that you cannot document
- Do not include personal information (age, height, weight or family status)
- Do not change the tense of verbs or use the passive voice
- It is not necessary to use the title "resume"
- Do not include references on the resume
- Do not include hobbies or social interests unless they contribute to your objective
- Do not staple or fold your resume