

Resume Tips



Follow these tips when preparing your resume

- Prioritize the content of your resume to fit the position you are applying for
- Use a 1" margin on top and sides and keep it to 1-2 pages
- Keep your formatting style consistent (i.e. use periods at the end of every line, or don't use them at all)
- Use an easy-to-read font such as Times New Roman, Ariel, or Calibri; 11-12 point
- Put your name in bold first, by itself
- Use a professional email address that includes your name (jane.doe@gmail.com)
- Organize your resume with your most job-related experience and/or education at the top
- Use bullet points for phrases
- Start each phrase with a past-tense action verb (unless current, then use present tense action verb)
- Use job-related keywords toward the top, close to the left (where the eye scans)
- **Repeat keywords from the job description**
- Focus on accomplishments and measurable results: Dollar amounts, units of production, percentages, benefit to the employer
- If your job title is strange or unfamiliar, list the better known title
- Include recent education; Include HS Diploma if that is highest level; Include B.A.; Include Masters only if relevant to job
- Layout should be pleasing to the eye; keep the ratio of white space to text balanced
- Fix typos and grammatical errors: Use spell check, proofread from a hard copy, have others proofread, then proofread again out loud before sending

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Resume Tips

Do NOT include on your resume

- Fancy fonts, colored ink, photos/pictures
- First-person pronouns (I, me, my, myself)
- Parenthesis around phone numbers
- Details regarding the following protected classes: age, race, gender, religion, national origin, sexual orientation, or disability status
- Abbreviations and acronyms, unless they are commonly recognized
- Paragraphs to describe job duties (use bullets)
- The phrase: “Responsibilities included” followed by a list of everything you did
- Job titles that go back more than ten years
- Dates of education unless recent
- Your GPA
- List of your references - this belongs on a separate page
- The phrase “References available upon request”



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