



OFFICE OF
CAREER SERVICES

Resume Dos and Don'ts

Dos	Don'ts
<input checked="" type="checkbox"/> Keep to 1 page!	<input checked="" type="checkbox"/> Use an unprofessional email address
<input checked="" type="checkbox"/> Use consistent formatting throughout	<input checked="" type="checkbox"/> Use different formats (i.e., 8/16 Aug 16 8.2016)
<input checked="" type="checkbox"/> Use bullet points	<input checked="" type="checkbox"/> Write in paragraph form
<input checked="" type="checkbox"/> List education and experience in REVERSE CHRONOLOGICAL ORDER – most present job is listed first.	Use bold, underling, and italics frequently and/or together
<input checked="" type="checkbox"/> Tailor to each position	<input checked="" type="checkbox"/> Use the same resume for all applications
<input checked="" type="checkbox"/> Update at least once per semester	<input checked="" type="checkbox"/> Reveal personal details (gender, religion, sexual orientation)
<input checked="" type="checkbox"/> Use bold, underline, and italics sparingly	<input checked="" type="checkbox"/> Use a font size below 10pt... it's too small, no one can read it
<input checked="" type="checkbox"/> Use a clean, easy to read font	<input checked="" type="checkbox"/> Create custom margins that go below .5", as it will not print well
<input checked="" type="checkbox"/> Use at least 10pt font size for our bullet points and your contact info, and at least 20 – 28 pt font size for your name	<input checked="" type="checkbox"/> Send your resume in a .doc or .docx format, unless specifically requested
<input checked="" type="checkbox"/> Use narrow margins (.5") to fit more content in	<input checked="" type="checkbox"/> Include the day, semester (Fall), or only the year when writing your dates
<input checked="" type="checkbox"/> Send out in response to job postings in a PDF format	<input checked="" type="checkbox"/> Use over technical language that may confuse the reader
<input checked="" type="checkbox"/> Include both month and year when writing your dates	<input checked="" type="checkbox"/> Lie or embellish your accomplishments
<input checked="" type="checkbox"/> Use simple, everyday language	<input checked="" type="checkbox"/> Repeat yourself
<input checked="" type="checkbox"/> Be 100% honest	<input checked="" type="checkbox"/> Send out your resume without a critique
<input checked="" type="checkbox"/> Have others review it for you. The more eyes to see it, the better.	

Adapted from The Damn Good Resume Guide. Yana Parker, Berkley, Ten Speed Press, 1996.