

# RESUME Dos and Don'ts

## DO:

- ❖ Describe your results, not just responsibilities
- ❖ Give priority to experience relevant to the job you want
- ❖ Match your words to key words and phrases in the job description. Target your resume to what the employer wants. Change as needed
- ❖ Use active tense and power verbs; show energy
- ❖ Carefully plan before beginning; do you have the qualifications? Would you be a good fit?
- ❖ Make your resume easy to read. Use standard fonts, bulleted lists, your name prominently at top, followed by contact information
- ❖ Keep your resume to exactly one page

## DON'T

- ❖ No need for an objectives section. This is about what the employer wants, not what you want
- ❖ Don't include references, or references upon request statement. The employer will ask you if wanted
- ❖ No personal information, such as your age, gender, marital status, date of birth or religion which are not pertinent to your qualifications for the job
- ❖ No photos or other graphics
- ❖ No mention of salary or salary requirements
- ❖ Don't include hobbies or interests not related to job

*Reference: Dan Clay, How to Write the Perfect Resume, 2018*