

Quick List: Resume Dos and Don'ts

DO

- List your education up to the top of your document, right under your contact information.
- Add your LinkedIn profile to your contact information. Make sure to customize your URL.
- Make sure to include all of the post-secondary degrees that you received. Only include colleges in which you have received a degree.
- Only include the date in which you received or will receive your degree.
- Always use reverse chronological order (most recent first).
- Include job title, name of the organization, location (city, state) and dates. You only need to include months and years, not specific days.
- Create a robust description using keywords and action verb statements to enhance each position.
- Spell out all acronyms.
- Double check your spelling and CAPITALIZATION.
- Use single spacing, but put spaces between each of your experiences.
- Use bullets sparingly to break up dense difficult to read text.
- Consider formatting options (margins, font size) to make sure your resume fits nicely on one page.
- Make sure your experiences are not broken up by a page break.
- Remove any blank pages at the end of your document.
- Make sure that each of your documents are saved separately, not combined it one.

DON'T

- Never use electronic templates. They often don't use the space on the page well and yours may end up looking just like someone else's resume. Start with a fresh document so that you can control the content and formatting.
- Avoid using an objective. They are no longer included on a resume. This information should be included in your cover letter.
- Never list experiences that you have not occurred yet. You can refer to future plans in your cover letter.
- Avoid italics, underlining and text boxes to make sure that your text can be read by an automated document reader or Applicant Tracking System (ATS).
- Never use "I" statements. Use action verbs to start each of your descriptive statements.
- You should never have one bullet. Bullets indicate a list of items.
- Do not include references as part of your resume. Create a separate document.
- Don't list "soft skills" in a Skills section. Soft skills should be worked into your job descriptions. Instead of "telling: the reader you have these skills, "show" these skills in your job descriptions and cover letter.