

# RESUME DOS AND DON'TS

Here are some extra things to keep in mind while you are working on your resume!



## Do

- Focus on the specific results of your work, significant achievements, and recognition received.
- Use action verbs such as “created” or “coordinated” to describe your experience.
- Get feedback from several people, including a career counselor.
- Have somebody you trust proofread your resume for spelling and grammatical errors.
- Use readable and common fonts.
- Remember to describe both your paid and unpaid positions or volunteer experiences.
- Exercise restraint rather than cramming too much information onto a resume.
- Tailor your resume to each specific position.
- Use high quality paper in a neutral color.

## Don't

- Use phrases such as “Responsibilities included.”
- Use resume templates included in word processing software.
- Manipulate margins or font size to accommodate information in place of proper editing.
- Include routine job duties such as “making copies.”
- Use long sentences or paragraphs.
- Submit the same resume to every employer, regardless of the position.
- Write long and overly generic objectives such as, “To find a sales position at a medium sized corporation where I can grow and develop my management skills.”