

RESUME TIPS

RESUME LANGUAGE SHOULD BE:

- Specific rather than general
- Active rather than passive
- Written to express, not impress
- Articulate rather than “flowery”
- Fact-based (quantify and qualify)
- Written so that it can be scanned quickly

TOP 5 RESUME MISTAKES:

- Spelling and grammar errors
- Missing email and phone information
- Using passive language instead of “action” words
- Not concise, organized well or easy to skim
- Too long

DON'T:

- Use personal pronouns (such as I)
- Abbreviate
- Use a narrative style
- Number or letter categories
- Use slang or colloquialisms
- Include a picture, age or sex
- List references on resume
- Lead each line with a date

DO:

- Be consistent in format and content
- Make it easy to read and follow
- Use spacing, underlining, italics, bold and capitalization for emphasis
- List headings in order of importance
- Under headings, list information in reverse chronological order (most recent information first)
- Avoid information gaps
- Be sure formatting can be properly converted to PDF