

Resume Pointers

Resume Do's

- Each section should be brief and direct, so employers can read quickly.
- Make your layout visually pleasing with an easy-to-read font & size.
- Be able to talk about anything on your resume in an interview.
- Cover all relevant time periods - don't leave time gaps if you can. Show what you've been doing with your time.
- Make sure your address and phone number are up to date.

Resume Don'ts

- Don't over design - graphics or pictures add clutter and distraction.
- Employers shouldn't have to guess at what anything means.
- Your resume should be no longer than two printed pages.
- Make sure there are absolutely no spelling errors, incorrect grammar or typos. These are signs that you don't pay attention to detail.
- Never mislead or exaggerated about your skills and experience.

Resume Ideas

- Use **action verbs** to describe your experiences.
- Include **short (one-line) examples** of your accomplishments.
- Use **indented or bulleted statements** rather than full sentences and paragraphs, to save on space.
- Include the date that your resume was printed - **make it current!**
- Use a **good quality laser printer** and nice white paper to produce your final copies. Simple resumes are best, 95% of the time.

A References Mistake to Avoid:

Kara applied for a job and listed a family friend who owned an ice cream store as one of her references.

Before she submitted her list of references, Kara called most of the people on the list to verify that they would give references for her. She forgot to call her family friend.

Two weeks later, the ice cream store owner called Kara. The interviewer for the new job had phoned, asking for a recommendation, but Kara had not warned him about it. Unfortunately, all he remembered about her was that she had really liked Chocolate Mint ice cream!