

## Do's and Don'ts for Creating an Excellent Resume

### **Do**

Include languages spoken

Include if you were/are working while going to school (eg. “3.2 GPA, while working”)

Include extensive computer skills other than Word, Excel, PowerPoint unless you have outstanding abilities in these, particularly Excel

Always use active tense and strong verbs

Format your resume using 11 or 12 font; align lines perfectly on page

Save your resume as “name.filetype” (eg. JaneSmith.doc); send your resume as a .pdf file so your formatting doesn't mess up

Look at the job description and focus on those skills/accomplishments that match the description

Have excellent spelling and grammar and keep your tenses consistent

Have a strong “top of the fold” part of your resume

Use white paper and black ink

Make sure your resume and cover letter are visually appealing and professionally formatted on the page

### **Don't**

Include references or hobbies or “references upon request”

Include any high school achievements

Use acronyms for anything (classes, major, clubs, scholarships)

Include any low level skills (eg. typing, filing, etc)

Include an Objective section unless it's very specific to what you are applying for; otherwise, it is very limiting for your job search

Use a font smaller than 10; 11 or 12 is preferable

Use lines across the page — lines mess with formatting

Use a “one size fits all” resume for every position you apply for

Use overused words like Coordinated, Worked, Prepared, and Performed

Use long descriptions

Exaggerate your experience, skills or knowledge