

## Resume Content Do's and Don'ts

### Do....

- ◆ View yourself as a marketable product and service to be presented to the reader of your resume.
- ◆ Present yourself accurately and positively.
- ◆ Lead the reader through your points with headings in caps and bullet points
- ◆ Reserve bold type for your job title, the dates you held that position and where you actually worked in that order.
- ◆ Leave white space for maximum readability.
- ◆ Be succinct. Use only necessary words needed to convey your message.
- ◆ Include only enough information to encourage the reader to want to find out more.
- ◆ Focus on positive statements.
- ◆ Match your skills and interests to the position.
- ◆ List your most recent position or areas of expertise first, and work backwards (5 yrs).
- ◆ Remember . . . less is more . . .
- ◆ Vary your word choices to keep the potential employer awake and engaged.
- ◆ Show evidence of your qualifications, hard work, dedication, etc. by giving compelling examples of work you are proud of.
- ◆ Leave out data that might result in discrimination (i.e.: age, race, marital status, religion, etc.)

### Don't....

- ◆ Have someone else write your resume. You can ask for advice, but you know yourself best and will have to defend its contents.
- ◆ Lie or exaggerate.
- ◆ Use conjunctions such as: but, for, or because, after, before, when, while, though, until, although, as, if, since, etc.
- ◆ Over use the conjunction “and”.
- ◆ Include references. Reference requests are made when there is an actual hiring interest, not before.
- ◆ Use long words, sentences and paragraphs.
- ◆ Use pronouns such as “I”, “they”, “them”, “we”, etc.
- ◆ List your broader life goals and philosophies in your resume.
- ◆ Assume the reader has time to absorb more than the essential.
- ◆ Merely state that you are hard working or dedicated, leaving them to ask “So what?”
- ◆ Mention skills or interests that the job would never demand.
- ◆ State salary requirements. You may underprice or overprice yourself at the start.
- ◆ Oversell yourself. Be prepared to back up everything stated on your resume with examples of how, when and where.
- ◆ include your photograph