

RESUME WRITING TIPS

1. The “KISS” principle - keep it short and simple. Try to keep your resume to one page and **do not go beyond two pages** unless it is warranted by extensive experience/research/education. Do not try to squeeze too much information on one page.
2. Proofread! Pay careful attention to spelling, grammar, punctuation, and style. Ask **several people** to review your resume. **Errors are not acceptable!**
3. List an email address which does not sound silly, risqué, or immature.
4. Include at least one phone number. Make sure the recording/greeting on the answering machine sounds professional.
5. Beware of using too many different fonts, underlines and italics. Resumes should be easy on the eyes.
6. Select good quality resume paper. Use the same color paper for resume, cover letter and reference list.
7. Mail resume and cover letter in a 9 x 12 inch envelope. Do not staple or fold.
8. Tailor objective and profile sections to **fit the job description**. Include appropriate keywords.
9. Include specific job title and job id number in your objective if applicable.
10. Include computer skills section if applicable or list in your profile section.
11. Be consistent in your use of line spacing, tabs and indentions.
12. Make margins uniform in width and no less than an inch.
13. Use **bullet points instead of paragraphs** to list job duties.
14. Use **action verbs** (included in booklet) when describing job duties and accomplishments. **Do not use the words “I” or “My”** when writing a resume.

RESUME WRITING TIPS *(continued)*

15. Include as many concrete examples of past accomplishments and successful projects as possible.
16. **“References available upon request”** section is not necessary. Use only if you need to fill space. Include a separate reference sheet instead and always ask permission before using a reference.
17. If you have little or no relevant work experience, list a **few relevant courses**.
18. List future graduation date. Do not write “expected graduation date is...”
19. Include internships/co-op as part of work experience.
20. Include activities/honors/awards sections if applicable
21. Do not include high school information if you have already graduated from high school. Exceptions: Outstanding awards or achievements which may relate to the job.
22. Do not list hobbies unless they relate to your career or highlight your transferable skills.
23. NEVER list medical conditions or other personal information.
24. Do not list GPA (grade point average) or WPM (words per minute) if average or low. When in doubt – leave it out!
25. Always include a cover letter when submitting a resume.