

## RESUME DO'S & DON'Ts

### Do:

- include correct contact information
- have a professional sounding email address
- make your name the biggest words on the page (14-16pt font and **BOLD**)
- use bullet points
- begin each bullet with strong action verb
- write in third person voice (no personal pronouns or "I" statements)
- have others review your resume
- target each resume for every position you apply to
- use easy to read fonts (10-12pt font size)
- research the position/company before you prepare your resume and cover letter

### Don't:

- list high school information after your sophomore year in college
- write in paragraphs
- use an "Objective" (it is redundant information and a waste of valuable space)
- change verb tenses
- be vague and general with bulleted statements
- have grammar errors
- use weak or general action verbs such as "worked" or "helped"
- include "References upon Request" (it is a waste of valuable space; employers will ask for references when they need them)