

CAREER CENTER

8 Great Resume Do's and Don'ts

1

Keep Your Resume to One Page

Don't even think about expanding to two pages until you have been working in your profession for at least five years...and never go beyond two-pages! Margins should be at least 0.75".

2

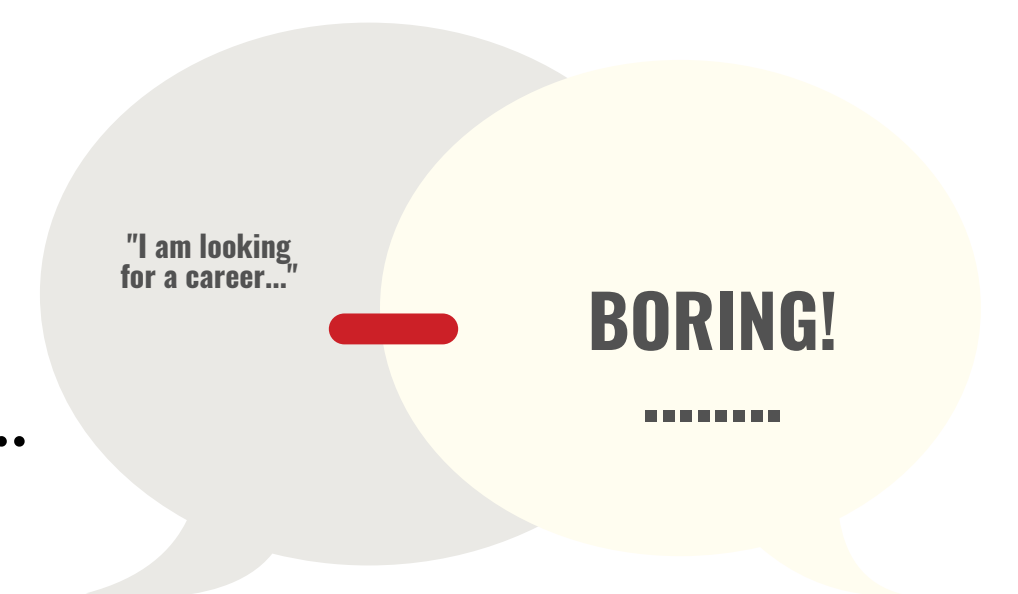
Neat, Organized & Easy to Read

Use a conservative font like Times New Roman or Helvetica in a 10-11 point font for a look that is professional and easy to read. Proof multiple times to make sure it is ERROR-FREE.

3

Ditch the Objective Statement

They take up valuable space and...let's be honest...they tend to sound pretty stupid...



4

Stick with a Conservative Format

That creative info-graphic format might seem like a great idea but many applicant tracking systems struggle to "read" them. Your creativity could be keeping you from getting the interview.

5

Think of Your Resume as a Marketing Tool--NOT a History Assignment

Don't just list tasks but describe past activities that directly relate to skills needed for the job you want. Convince the employer that you can do the job!



6

Give Details & Quantify Activities and Results

As Laszlo Bock, former HR SVP at Google advises, use the formula "accomplished [X] as measured by [Y] by doing [Z]" and recruiters will take notice. Rather than, "Excellent customer service skills," say "Exhibited excellent customer service skills and positive attitude as demonstrated by receiving employee of the month in four consecutive months in 2017."

7

Use a Reverse-Chronological Format

Lead with your most recent experience and your first descriptive bullet for each job should highlight your most significant or relevant activity/accomplishment.

8

Use KEY WORDS Strategically

Tailor your resume for each job to include key words and phrases which mirror the job description. Many Applicant Tracking Systems rank candidates by how well they match the desired key words.