



Resume Dos and Don'ts

Do

FORMATTING

- Start every bullet with a capital letter
- Make all bullet points exactly the same font, size, and alignment
- Use a professional typeface: Times New Roman, Arial, Cambria, Calibri

VERBS

- Use present tense verbs for current activities
 - communicate
 - organize
- Start each bullet with an action verb

ORDER

- List the entries in each section in reverse chronological order by COMPLETION DATE.
- The most recently completed items are at the top within each header

HEADER

- Double check to make sure your contact information is current
- Use the email address that you check most often

EDUCATION

- List GPA if above 3.0
- Make sure it is the most recent GPA that matches your transcript

Don't

FORMATTING

- Make bullets longer than 2 lines
- End bullets in periods
- Make the font smaller than 10pt or larger than 12pt
- Include usual symbols, colors, photos, or other visual clutter
- Use personal pronouns (I, me, myself, our)

VERBS

- Use the gerund form of verbs
 - communicating
 - organizing
- Start bullets with the following
 - Gave presentations
 - Responsible for giving presentations

ORDER

- Place your oldest experience at the top of your resume. Your latest experience is most relevant for recruiters.

HEADER

- Use outdated contact information. You want recruiters to be able to reach you easily.

EDUCATION

- List your GPA if it is under 3.0
- Forget to make sure your graduation month and year are correct