

Resume Do's and Don'ts

Do:

- **Do talk results.** Use percentages and statistics to support your points. Don't go on a tangent for multiple sentences about how you did it. Instead, tell what you did.
- **Do choose the right format.** Modify your resume according to the position and the company. If you are applying for an office job, don't have colors and crazy fonts.
- **Do include a skills section.** If you are well-versed in programming or social media, put them down. Depending on the position, these skills could be your selling points.
- **Do keep the presentation clean.** The average recruiter spends 6 seconds looking at each resume. Be consistent in how you represent time and location ("January 2014-December 2014" vs "1/2014 – 12/ 2014", and stick to a simple and easy to read font.
- **Do sell yourself.** The content must address what the business needs and show what you have to offer. Just as advertisements and commercials are used to sell products, your resume is the advertisement and you want to stand out among the applicants.
- **Do use bullet points.** It's the most effective way to convey information, and it makes the resume easy to read. Starting with verbs is a good way to get your point across.

Don't:

- **Don't have typos.** Typos are a sign of sloppiness, and no one will want to hire a sloppy employee. Make sure everything is spelled correctly, and be sure to proofread.
- **Don't put important information at the end.** Important honors, awards etc. should be placed towards the beginning so the readers' interest is piqued from the beginning.
- **Don't whine.** A resume isn't a place to write about why you hated your last position.
- **Don't put on unrelated work experience.** Employers don't want to see unrelated experiences you had in high school. Unless an old experience is relevant, leave it out.
- **Don't put down personal information.** Employers are trying to find out about experience relevant to the position, not what you like to do during your free time.
- **Don't leave a lot of white space.** Don't think of white space as visual benefits, but rather use it to your advantage. A great resume effectively uses white space.