



CAREER SERVICES RESUME QUICK TIPS

- Avoid using a template.
- Use even margins throughout your resume. One inch margins are best.
- Keep the most important information along the left margin and closest to the beginning of each section of your resume.
- Write bulleted statements for each job listed. Keep statements short and use them rather than complete sentences.
- Avoid listing detailed descriptions of unrelated job duties.
- Use capitalization and bold throughout the resume to highlight important information, but don't overdo it.
- Don't use "the," "a," "an" or other articles throughout your resume.
- Try to keep your resume to one page, but don't force it. Two pages are acceptable but don't go beyond two pages.
- It is not appropriate to include salary information on your resume.
- Proofread, proofread, proofread! And then have someone else proofread it!
- Print resume on high quality bond cream/ivory paper (at least 20 lbs) with a laser printer.
- Use a paperclip to attach documents, not a staple.
- Mail your resume in a 9"x12" envelope. Don't fold your resume.
- When mailing your resume, ask for delivery confirmation to ensure the receipt of your resume.