

TOP TEN RESUME WRITING DO'S

1. **DO** MAKE SURE YOUR RESUME IS FORMATTED CONSISTENTLY, WELL ORGANIZED, AND EASY TO READ.
2. **DO** USE BULLET POINTS.
3. **DO** MAKE SURE IMPORTANT INFORMATION IS LISTED FIRST.
4. **DO** TAILOR YOUR RESUME TO THE JOB POSTING.
5. **DO** FOCUS ON KEY ACCOMPLISHMENTS ALONG WITH JOB RESPONSIBILITIES.
6. **DO** QUANTIFY YOUR ACCOMPLISHMENTS BY USING SPECIFIC NUMBERS.
7. **DO** USE ACTION VERBS.
8. **DO** PROVIDE THE COMPANY WITH SPECIFIC DETAILS RATHER THAN VAGUE DESCRIPTIONS.
9. **DO** LIST ALL OF YOUR POSITIONS WITH A COMPANY.
10. **DO** PROOFREAD YOUR RESUME.

TOP TEN RESUME WRITING DO NOT'S

1. **DON'T** USE ODD OR DISTRACTING COLORS, FONTS, PAPER, OR DESIGNS.
2. **DON'T** USE PERSONAL FAMILY INFORMATION.
3. **DON'T** USE YOUR SOCIAL SECURITY NUMBER.
4. **DON'T** LIST HOBBIES.
5. **DON'T** INCLUDE IRRELEVANT INFORMATION SUCH AS POLITICAL AFFILIATION, RELIGION, SEXUAL PREFERENCE.
6. **DON'T** INCLUDE STATEMENTS LIKE "AVAILABLE FOR INTERVIEW" OR "REFERENCES AVAILABLE UPON REQUEST."
7. **DON'T** INCLUDE PICTURES.
8. **DON'T** LIST YOUR AGE.
9. **DON'T** MENTION REASONS FOR LEAVING PREVIOUS JOBS.
10. **DON'T** LIE.