

Resume General Guidelines

DO'S

- Be **consistent** with your formatting
- List information in **chronological order** – Always put the most recent items first
- **Tailor** your resume to the job you are applying for – Different work experiences and skills may be relevant to different jobs
- Proofread – Small grammatical and spelling errors can have a huge impact

DONT'S

- Don't use photos, graphics, or “fun” fonts and colors – Always keep your resume professional
- Don't ever lie on your resume – Everything on your resume should be true
- **Don't waste space** – Ideally, your resume should only be **one page** so make sure every word counts by avoiding redundancy and being concise
- Don't let your resume get out of date!

