

Résumé Writing Recommendations

Listed below is information that will help your résumé be polished and professional. In our digital, corporate world, consider that many employers use software to help identify strong candidates from which they will chose to interview. Too much originality in a résumé may result in it being rejected before an individual has a chance to review it.

Professional Considerations

- Tailor your résumé for each unique position.
- Bullet listings in each category, and always begin with an action word.
- Include action words or phrases from the posted job description your résumé.
- Highlight strengths.
- Always sandwich résumé between a Cover Letter & Reference pages.
- Use quality résumé or bond paper.
- Use the same paper for all documents being submitted.
- Font is important (Arial, Times Roman, or Garamond are recommended).
- Proofread entire document.
- Regularly update so as not to forget dates and contributions.

Common Mistakes

- Only include materials asked for in application. Add reference letters, copies or work, writing samples, etc. as requested.
- Always check for spelling or grammatical errors.
- Include a list of skill, specifically computer abilities.
- Omit personal statistics, pictures, and the use of pronouns, specifically “I”.
- Be careful not to exaggerate or include inaccurate information. Some industries will have cause for immediate termination if evidence of résumé inaccuracies is noticed.

