

## **Resume Preparation Do's and Don'ts**

### **DO**

- Create a neat, well organized, and easy to read document.
- Tailor your resume to each position you apply for.
- Use action words to begin statements describing your skills.
- Use buzz words from your field.
- Proofread, Proofread, Proofread.
- Revise, Revise, Revise.
- Have at least one other person proofread your resume – two people are recommended.
- Use high quality paper and printer.
- Limit your resume to one page unless you have extensive experience.
- Be concise, but include enough information to show your skills.

### **Don't**

- Don't use personal information, like your age, photograph, health, or marital status.
- Don't use complete sentences; use bullet statements.
- Don't falsify or exaggerate information.
- Don't staple or fold your resume. Use a paper clip.
- Don't include salary information or requirements unless requested.
- Don't use pronouns such as (I), (me), (my).
- Don't include references; they should be on a separate page.
- Don't copy someone else's resume, be original and creative.
- Don't use the word "resume" at the top of your resume.