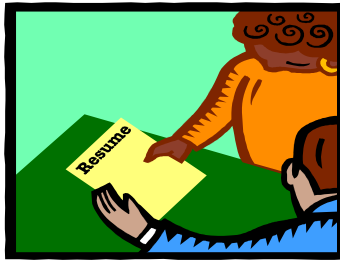


Resume DO's and DON'Ts



DO...

- ✓ Keep it simple, clear, and easy to read.
- ✓ Open with an objective or summary statement.
- ✓ Limit it to one or two pages, but never more.
- ✓ Use the present tense in describing your current job, past tense for all previous positions.
- ✓ State the most important information at the beginning.
- ✓ Support all activities and responsibilities with results and accomplishments.
- ✓ Begin sentences or phrases with action words.
- ✓ Keep the reader in mind. Ask yourself, "If I were the employer, would I hire this person?" If the answer is "NO", you still have some work to do.
- ✓ Have it proofread by others.
- ✓ Tell the truth!!!

DON'T...

- ✓ Make it a story of your life or a job description.
- ✓ Use extraneous information that does not support your objective or summary.
- ✓ Devote more space to early jobs than to recent ones.
- ✓ Use "I" in beginning a sentence(s).
- ✓ Leave gaps between employment dates. List jobs by years rather than month and year.
- ✓ List your age, marital status, health, or number of children.
- ✓ Use street addresses and/or phone numbers when listing present or past employers.
- ✓ Be modest.

Most Frequent Mistakes on Resumes

1. Overstating the case -- "The most", "Superior", "Excellent"
2. Misspelling
3. Possessive case "My"
4. Including months with dates
5. Dates on the left side of the page
6. Writing one accomplishment titled "selected accomplishment" and drawing attention to the fact that there is only one
7. Having accomplishments under one job only
8. Using the personal pronouns "I" or "We"
9. Accomplishments that are fairly routine functions
10. Responsibilities that leave nothing to the imagination
11. Overuse of "progressively responsible"
12. Long, drawn-out objectives that make demands of the hiring party
13. Stating the reasons why a person terminated his/her position
14. Too many bullets used as sentence separators
15. Questionable hobbies or memberships, i.e. Political Affiliation, Bungee Jumping, etc.
16. Changing tenses of verbs from sentence to sentence (past to present, etc.)
17. Not using a summary, profile, or objective
18. Education given in the wrong order