

Resume do's and don'ts

Contact Information

- ▶ Do use a professional email address, e.g. John.Doe@gmail.com
- ▶ Don't use a college email address, e.g. Jboy3495@gmail.com
- ▶ Do make it easier for recruiters to contact you, so add a phone number
- ▶ You don't need to put down your full email address
- ▶ Do only use one email address for your resume and applications

Summary section

- ▶ You don't need a summary, but it's ok to add one
- ▶ Do use this section to highlight transferrable skills, if you are changing fields
- ▶ Don't fill your summary with descriptors such as: hardworking, team player, good communicator

Education section

- ▶ Do include your major
- ▶ You don't need to include your GPA or graduation date after your first full-time job post

Experience section

- ▶ Do focus on your individual contributions, not just a list of job duties
- ▶ Do try to keep each bullet point to no more than two lines - be concise
- ▶ Don't fill the section with industry-specific jargon
- ▶ Do focus on transferrable skills

Formatting

- ▶ Do make sure that your bullet points and dates line up throughout the document
- ▶ Don't start with formatting, these are the final touches once you have the content!
- ▶ Do start with your most recent job at the top and work your way back in time as you go down
- ▶ Don't forget to use spell check

General tips

- ▶ Do submit your resume in PDF, rather than Word
- ▶ Do provide references only when asked
- ▶ Don't misrepresent dates, a background check will reveal this
- ▶ Do keep to one page, if you have recently graduated or have less than 5 years' experience

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