

## Resume Writing Tips

1. **Use proper tense** – past tense for everything you have done in the past, and present tense for what you are currently doing.
2. **Use action verbs** – start every bullet point with an action verb that shows initiative, such as “created,” “developed,” “designed,” “transformed” etc. Avoid using passive words such as “contributed,” “completed,” “studied,” “learned,” “involved,” “participated” if possible.
3. **Be specific** – don’t be vague! Talk about YOUR contribution to the team/project.
4. **Quantify** – use numbers and percentages to show how your contribution resulted in actual outcomes. For example, instead of writing “taught students,” write, “taught 100 students,” or instead of “improved efficiency,” write, “improved efficiency by 30%.”
5. **Use proper capitalization** – only the beginning of a sentence or a proper noun/specific term (such as Marketing Department, Javascript etc.) should be capitalized. Do not capitalize random words.
6. **Consistent formatting** – make sure you are using italicize or bold appropriately. All words fonts and sizes should be consistent; font size 11-12, Times New Roman or another professional font. Watch out for extra space or lack of space between words.
7. **Punctuation:**
  - a. No periods at the end of bullet points in resumes!
  - b. There should be a space after a comma, but not before.
  - c. Bullet points should line up and should not be too large. Avoid using fancy bullet points.
8. **Hyperlinks** – should be in blue, and not purple like someone just clicked on it.
9. **Margins** – make sure everything lines up to the margin. Use the Ctrl+L, Ctrl+E and Ctrl+R to align your words when appropriate.
10. **Do not include information about company-wide awards** (such as Employee of the Month).
11. **Do not put other people’s names on your resume** – even if it is your previous boss or the President of the country. Your name should be the only one on your resume.