**DO’S & DON’TS**

“Your resume is the first resource you have to make an impression on a recruiter.”  (Dupont)

**Resume do's**

* 1 page (1-2 pages for graduate students)
* Professional in appearance
* White or off-white paper
* 10-12 pt. font
* ¾-1” margins
* Clear, concise, honest, well-organized
* Prioritize categories (after "Objective" and "Education")
* Focus on accomplishments, skills, interests
* Help the reader understand what you have to offer
* Draw from all parts of your life - academics, work, community, projects, interests
* Include significant experiences from H.S. (they are not off limits)
* Convey personal characteristics: energy and enthusiasm, flexibility and adaptability, capacity for teamwork, leadership potential, honesty and integrity
* Error free – read aloud to check for errors
* What about GPA? ([Low GPA](http://www.ncsu.edu/career/pdfs/gpa.pdf) / [no GPA](http://www.ncsu.edu/career/pdfs/gpa.pdf))
* Have your resume reviewed
* Upload into ePACK
* Customize for individual readers (when advantageous)
* Update each semester

**Resume don’ts**

* Don't leave the employer guessing what you have to offer
* Resume templates
* Attach photos
* Personal info (date of birth, height, weight)
* <10 pt. font
* Poor organization
* Typos or grammatical errors
* Use an objective that does not fit the position
* List every course taken (choose selectively)
* Underestimate your experiences or activities (paid or unpaid)
* Assume interests and hobbies don't matter
* Use personal pronouns – I, my, me
* Emphasize skills you do not wish to use
* Pay a resume service (the UCC is free!)