

CHEAT SHEET

The Dos and Don'ts of Creating a

KILLER RESUME

1: Formatting

- Do make your resume 1-2 pages
- 1 inch margins are acceptable
- Left-aligned text is preferred
- Use an easy to read font like Times New Roman or Calibri

2: Sections

- Use standard section headings like Professional Experience, Education, Areas of Expertise, and Honors/Accomplishments.
- Put your education at the top of the resume if you have little to no work experience, otherwise education should be at the bottom of the resume.

3: Content

- Do always be specific and include actions, outcomes, and numbers. Provide measurable examples of how you made the company money, saved the company money, or achieved something significant while working for the company (**Example:** Increased revenue by 40% in first year).
- Don't include job experience that is longer than 10 years ago, unless it is relevant to the job you're applying for.
- Do omit the use of an objective statement, especially a generic one.
- Don't include your physical address.

Other Tips and Tricks

- Keep your resume current and up to date.
- Double-check your spelling and grammar (Have someone else review it just to be sure!).
- Make sure that your digital resume is complete. Many employers reference professional network-ing sites like LinkedIn when considering a candidate for employment.
- When sending your resume via email always opt to send it in PDF format to avoid incompatible Word documents.
- Avoid indicating that references are available upon request-employers know this already.