Resume “Do’s” and “Don’ts” Checklist

✓	Resume “Do’s”
	Include an employer-centered objective.
	Focus on those accomplishments that relate to the employers’ needs.
	Use action verbs and the active voice.
	Include nouns so your resume can be scanned for keywords.
	Be direct, succinct, and expressive with your language.
	Appear neat, well organized, and professional.
	Use ample spacing and highlights (all caps, underlining, bulleting) for different emphases (except for an electronic resume).
	Maintain an eye-pleasing balance. Try to center your contact information at the top, keeping information categories on the left in all caps, and describe the categories in the center and on the right.
	Check carefully your spelling, grammar, and punctuation.
	Clearly communicate your purpose and value to employers.
	Communicate your strongest points first.
	Seek reviews.
	Refine, rewrite, and proofread several times.

✓	Resume “Don’ts”
	Use military acronyms or slang.
	Use abbreviations except for your middle name.
	Make the resume cramped and crowded.
	Make statements you can’t document.
	Use the passive voice.
	Change the tense of verbs.
	Use lengthy sentences and descriptions.
	Refer to yourself as “I.”
	Include negative information.
	Include salary information (unless required).
	Include a photograph of yourself.
	Include extraneous information.