






Resume Criteria	Comments
 <b>Completeness</b>	<p>Your resume is what gets you in the door. Make sure you give employers everything they need to make a decision. Complete resumes include work history, contact information, summary, and skills.</p>
 <b>Typos</b>	<p>Many employers will reject a resume with even one typo. Typos include any errors in words, numbers, and extra spaces.</p>
 <b>Word choice</b>	<p>It's best to avoid using personal pronouns, like 'I,' 'he,' 'she,' or 'they,' and filler words like 'a,' 'an,' and 'the.'</p>
 <b>Clear contact info</b>	<p>Make it easy for an employer to get in touch with you. Clear contact information includes at least two ways for an employer to reach you.</p>
 <b>Length</b>	<p>Employers spend about six seconds reviewing your resume. You want to include enough information without overwhelming the reader.</p>