



# Resume hints

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## 1. No mistakes

Be sure to spell-check and grammar-check your resume. In addition, have someone else read through it also because spell-checkers and grammar-checkers are not goof-proof.

## 2. Include dates

Be sure to include relevant dates for employment and education. Leaving these dates out will raise suspicions. Report information in reverse chronological order (that is, most recent first).

## 3. Appear organized

Even if *you* are not, be sure that your resume has clearly defined organization. Formatting should be consistent:

- One, simple font face (e.g., Arial, Tahoma, Verdana)
- One font size except for your name and headings
- No underlining, even for hyper-links that appeared when you typed your email address.
- Use 1 inch margins on all sides. If you are desperate to include more information, use 0.75" margins.

## 4. Only business

Do not include personal information that is unrelated to the job. It is great that you have hobbies, but you should keep those off the resume. Do you have computer skills that may help you in a job? Be sure to include these as long as you are not referring to PlayStation or Xbox skills.

## 5. Keep it short

Resumes for persons entering business for the first time should be limited to one page. This is a strict maximum. If you have extensive full-time experience, you may use two pages – but no more than that.

## 6. Be accurate and honest

Most companies are now performing background checks, so it is very important to be as accurate as possible. Be aware that potential employers may require credit reports and criminal background checks.

## 7. If including an objective, keep it interesting and relevant

An objective is not necessary, but many first-time job seekers include them. Keep it interesting – recruiters already know you want a job that uses your skills.

## 8. Be relevant

Were you a 4-H member in high school? Good for you, but you don't need to be putting this on your resume. If you are completing your undergraduate degree, put only the work experience and activities on the resume that pertain to the years you were in college. Also, there is no need to include "relevant courses". Recruiters know what is required for your major.

## 9. Keep it simple

Simple is best. Print the resume on white paper. Do not use gray or tan paper, or paper that has specks in it – none of these papers will copy well.

## 10. Convert it to Adobe Acrobat®

Creating your resume in Microsoft Word®? That's fine, but there are two things you should know: (1) the history of the file (including any tracked changes) can be revealed accidentally, and (2) not all formatting will translate well to other computers. The Adobe Acrobat form (.pdf) will maintain all of your formatting.