



RESUME

Dos & Don'ts



FORMATTING



DO:

✓ Use **1-inch** document margins

1"

✓ Use a **10.5 to 12 point** readable, Sans Serif font, such as Arial, Verdana, Helvetica or Calibri

✓ Include headings, sections, and bullets

✓ Order everything in reverse chronological order

✓ Read the **file submission requirements** from the employer



First & Last Name
email@.com | address, city, state, zip

EDUCATION

YOUR DEGREE HERE
MAJOR
University Name
2011-2015

YOUR DEGREE HERE
MAJOR
University Name
2015-2019

SKILLS

- Social Media Marketing
- Microsoft Office
- Adobe Photoshop

PROFESSIONAL SUMMARY

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EXPERIENCE

JOB POSITION/ COMPANY/ DATES THERE
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JOB POSITION/ COMPANY/ DATES THERE



DON'T:

✗ Include a **photo**

✗ **Exceed two pages** (unless longer resumes are expected in your field or you have an extensive and impressive employment history)

✗ Include **large blocks of text**

✗ Send in a file format that wasn't specified by employer

PROFESSIONAL SUMMARY

Occivatus. Gra in senarissul hocrentrae ompre ciera corit, nihi,Niscim quo et faceatetur am simus magnihit, quatia debis ab im venimpos molioriorese volum quisit magnis sit et omnis dolores mo min poris quametNam nobitatem faccupat aquntium hiligendebis nemporum

EXPERIENCE

JOB POSITION/ COMPANY/ DATES THERE
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CONTENT

DO:

✓ Use a **professional** email address

✓ **Spell out** terms and provide acronyms in parentheses

✓ Feature an employment history with specific accomplishments

✓ Begin sentences with active verbs, such as “generated,” “achieved,” and “initiated”

✓ Edit and proofread



STEVE WHITE

steve.white@.com | 22 Street, city, state, zip

EDUCATION

YOUR DEGREE HERE
MAJOR
University Name
2011-2015

YOUR DEGREE HERE
MAJOR
University Name
2015-2019

SKILLS

- Social Media Marketing
- Microsoft Office
- Adobe Photoshop

PROFESSIONAL SUMMARY

Human Resources (HR): Professional with stellar track record recruiting top level talent. 2015 winner of the HR Excellence Award. Created most successful recruitment strategy for Wilson Shoe Company. 13 years of experience in recruitment and retention of employees.

EXPERIENCE

HR MANAGER/ WILSON SHOE COMPANY / June 2004-Present

- Achieved HR Excellence Award three years in a row
- Created top level recruitment plan
- Managed a team of 20 employees

JOB POSITION/ COMPANY/ DATES THERE

...

X DON'T:

X Leave large **gaps** in your work history or list several short-lived jobs without an explanation

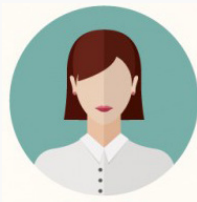
X Share **personal information**, such as weight, height, religion, or marital status

X Use **passive** language

X Rely on **cliché** descriptors, such as savvy or passionate

X **Lie** about your experience, training, or education

X Include references on resume



Christian
Married

EXPERIENCE

JOB POSITION/ COMPANY/ DATES THERE

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PROFESSIONAL SUMMARY

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