

# Resume



## DO'S

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## DON'TS

Focus on those accomplishments that relate to the employers' needs

Include nouns (skills) so your resume can be scanned for keywords

Appear neat, well organized, and professional

Maintain an eye-pleasing balance (center your contact info, left justify the rest)

Clearly communicate your purpose and value to employers

Seek reviews

Use action verbs and the active voice

Use ample spacing and highlights for emphasis (all caps, underline, bullets)

Be direct, succinct, and expressive with your language

Check spelling, grammar, and punctuation carefully

Communicate your strongest points first

Refine, rewrite, and proofread several times

Use military acronyms or slang

Make the resume cramped and crowded

Use the passive voice

Use lengthy sentences and descriptions

Include negative information

Include a photograph of yourself

Use abbreviations except for your middle name

Make statements you cannot document

Change the tense of verbs

Refer to yourself as "I"

Include salary information (unless required)

Include extraneous information