

Do's and Don'ts of Resume Preparation

- DO** use strong action verbs to begin accomplishment statements.
- DO** emphasize achievements that relate to the needs of the potential employer.
- DO** mind tenses – whether using past or present tense, be consistent and do not confuse the sentence with a mix-match of verb tenses.
- DO** use capitalization, underlining, bolding and spacing for emphasis. Visually, a resume should be easy to follow and pleasing to the eye.
- DO** be consistent in all details of content and format.
- DO** list entries in reverse chronological order (most recent position first).
- DO** arrange categories in order of priority and relevance.
- DO** use 8 1/2" x 11" high quality paper in a light, neutral color (white, gray, or ivory).
- DO** include names of present and past employers.

- DO NOT** use personal pronouns.
- DO NOT** state salary information on a resume.
- DO NOT** include a picture.
- DO NOT** mention health status.
- DO NOT** list references on a business resume.
- DO NOT** leave obvious chronological gaps.
- DO NOT** list reasons for leaving previous employers.
- DO NOT** be overly modest. Present yourself in your best light.
- DO NOT** include any negative connotations, extreme superlatives, repetition and/or jargon.