

## **Don't Forget these Important RESUME Tips...**

### **Do's**

- ☺ Always print your resume on standard letter size, white or ivory resume paper.
- ☺ Leave plenty of space between paragraphs and allow for adequate margins.
- ☺ Be consistent in terms of formatting and abbreviations.
- ☺ If you have a cell phone number, include it, especially if it is the best way to reach you! But make sure your voicemail greeting is professional.
- ☺ Always make sure the resume and cover letter are error-free. Proofread, and have others proofread it too!!!
- ☺ Revise your resume to fit the specific position for which you are applying.
- ☺ List your activities/memberships with professional, trade, and civic associations if appropriate.
- ☺ Keep a permanent file of your achievements, no matter how inconsequential they may appear to be. This will be helpful to create a good resume and also to negotiate a raise or promotion.
- ☺ Send a brief, customized cover letter with each resume.
- ☺ Re-read your resume before every interview; the interviewer probably did too!
- ☺ If you have to mail your resume, put it in a large envelope so you don't have to fold it.

### **Don'ts**

- ☹ Don't use pretty paper or fancy fonts and graphics.
- ☹ Don't abbreviate unless the reader will know what it means. If you abbreviate, be consistent.
- ☹ Never bend, staple or fold your resume; it will look unprofessional.
- ☹ Never use professional jargon unless you are sure the resume will be read by someone who understands the buzz words.
- ☹ Never use exact dates; months and years are sufficient (you can use summer or holiday season as well).
- ☹ You don't need to list your high school if you are a college graduate.
- ☹ Avoid listing your height, weight, or remarks about your physical appearance or health.
- ☹ Never list references on your resume. Nor should you state "References Available on Request." It is assumed by employers that you will provide references separately at the time of application or interview.

Last but not least...

- ☹ Never LIE! It could cost you the job offer or, if you've already been hired, it could cost you your job!

**Follow the "Do's" and Be ☺!**