

-- RESUME DO'S AND DON'TS --



DON'T:

1. **Do not** use complete sentences
 2. **Do not** use first person (“I” or “me”)
 3. **Do not** use slang
 4. **Do not** include anything about age, religion, personal lifestyle, or friends
 5. **Do not** include “qualifications” or “skills” that are not considered educational
(ex: no “video games” or “text messaging” or “talk to friends”)
 6. **Do not** include references (they will ask if they want them)
 7. **Do not** make this common mistake: **California** abbreviated = **CA** *not* **Ca**
 8. **Do not** include education below high school level
 9. **Do not** use scripty or flowery font, graphics, backgrounds, weird paper or color
 10. **Do not** use two pages for a resume; keep it to one page
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DO:

1. **Do** use brief, but specific information
2. **Do** include your e-mail (unless the e-mail address itself is unprofessional. ex: don't use:
lvtoparty21@hotmail.com)
3. **Do** use formal language and intelligent-sounding vocabulary
4. **Do** write your objective specifically for the job you are interviewing for
5. **Do** put in many details. For example, all work experience, volunteer experience and extracurricular activities should tell specific names of company/club, dates you worked there, and location
6. **Do** put most recent work experience first
7. **Do** ORGANIZE! Appearance is huge! Use lists, bullets, dashes whenever possible
8. **Do** adjust font/ spacing so the page looks as full as possible without the font seeming too big
9. **Do** double check your formatting, spacing, and font to be sure it all matches and is consistent
10. **Do** spell check, grammar check, and look over for errors *at least twice* before printing!