

RESUME WRITING GUIDELINES

Many different styles of resumes exist; one is not necessarily better than another.

Regardless of the type of resume you select, some rules always apply:

- 1) Accuracy is vital in regard to spelling, grammar and punctuation. Do not rely on your computer (Spell-check) for checking errors!
2. Information must be factual; do not exaggerate dates or other information
3. Resume should be clear, concise and easy to read. Make sure that your resume formats correctly; try emailing a few test resumes to friends to be certain. Don't put contact information too close to the top of the page or it may not print off.
4. Do not use personal pronouns (I, me, we), save those for the cover letter.
5. Use good quality paper, any color is ok, but dramatic colors are not recommended.
6. Buy extra blank paper for cover letters, envelopes, etc. You may mail some.
7. Before you begin writing, think about what relevant accomplishments you have made so far. Highlight what you have done during your program that makes you unique.
8. Divide information into categories (i.e. education, employment..) and begin each category with the most recent information first. Education should be your first category. Include dates (month and year) of employment and education. This is a chronological resume.
9. Limit the resume to one page – unless you've had significant achievements or a previous career
10. Include maiden name, if applicable, to facilitate reference checking.
11. A career objective is not necessary. Discuss your interests in a cover letter.
12. Include a permanent address and effective date if you are moving soon after you complete your program. It is helpful for employers to know where you live. Try to include a cell phone and email address in case one isn't working.
13. Begin sentences with action oriented verbs. Avoid repetition. Use a thesaurus!
14. Include speech related jobs or volunteer activities. If it was relevant experience, describe your duties. Unrelated work experience may be included but don't elaborate. As your career progresses, delete these pre-professional experiences.
15. GPAs are not necessary. Include any honors, awards, and scholarships.
16. Do not include any information related to high school except Nation Merit Scholar, etc.
17. Include fluency in a language if applicable.
18. You may list computer skills.
19. References should be placed on a separate matching sheet. Three professional/academic ones are ideal. The list should include name, title, phone, email address, your relationship. They do not need to be sent with each resume.

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**PROOFREAD YOUR RESUME CAREFULLY AND THEN ASK SOMEONE
ELSE TO DO THE SAME!**