RESUME WRITING DO'S AND DON'TS

Here are some keys to successfully preparing and writing a resume.

Do's

- **Do** consider a bulleted style to make your resume as reader-friendly as possible. To be effective, your resume, needs to be consistent, concise, and clear and easy to read.
- **Do** proofread! This cannot be stressed enough. Look your resume over several times and have other people review it, too. Typos and misspellings tell the employer you don't care about the quality of your work. It's a sure way not to get a job offer.
- **Do** double check your resume for essential information. Include as much contact information as possible -- any information that would enable an employer to reach you during business hours.
- **Do** list your jobs in reverse chronological order.

Don'ts

- **Don't** create resume on odd-size paper or loud colors, use cutesy fonts, and include childish e-mail addresses, these all scream unprofessional and are a turn off to employers.
- **Don't** submit a resume that has misspellings and typos.
- **Don't** include on your resume any personal information such as height, weight, age, date of birth, place of birth, marital status, sex, ethnicity/race and health. As well, hobbies and other irrelevant information. If these points of information don't pertain to the job in question, there's no need to include them.
- **Don't** ever lie on your resume and leave gaps in your work history.