



Your resume functions as your first impression to employers – a document marketing you! It's a space that reflects your qualifications and is evidence you are right for a job.

Easy to Read

- Your name is the largest type on your resume – in a space that is clearly seen
- Use italics, boldface, underline, and bulleted lists to assist the reader
- One inch (or same sized) margins all around the document
- One page! Use white space (line spacing) well to fill the page, so that the eye is not overwhelmed by large blocks of text
- Use 10-12 point font size, standard popular fonts
- Appropriate email address, mailing address, and phone number
- Bullet points are all parallel and in line with one another

Concise and Relevant

- Target your experience and accomplishments for a specific job description
- Break up your information into sections with appropriate headings
- Conventions for indicating job title, company name, location, and dates of employment are effective and consistent
- Use bullet points starting with action verbs (see "Resume Action Verbs" handout) to describe specific duties and skills
- Quantify your accomplishments using numbers, percentages, dollar amounts
- Month and year dates are included throughout and consistent format used

Grammar, Mechanics, and Punctuation

- Grammar usage is correct, write in an active voice
- Spelling is correct and the resume has been carefully proofread
- Verb tense is consistent (past events in the past tense)
- Punctuation is consistent (i.e. periods and capital letters are used in the same way)
- Acronyms, jargon and abbreviations are used sparingly (write out abbreviations first, then give abbreviation, i.e.: "Spring Arbor University (SAU)")

DON'T:

- No resume templates! Create your own in a Word document
- No pictures, personal, or political information
- The word "I" doesn't appear on your resume
- No references on your resume (include them on a separate page)
- Do not repeat the same experience in different parts of the resume
- Do not downplay your experiences! Own and describe what you've done and how it translates into your next possible opportunity**