

Resumé Suggestions

Make sure that spelling and grammar are correct.

- Have multiple people proofread your resumé to make sure it is neat and error free.
- Avoid any spelling or grammatical errors.

Limit your resumé to one page (8 ½" x 11").

- Employers do not want to read lengthy resúmes nor do they have the time to read resúmes that are longer than one page.
- Concise, short but to the point resúmes are the best.

Only use black print and an easy-to-read font in the resumé.

- Arial or Times New Roman is recommended best practice
- 11 point font.
- The minimum size font to use is 9 point.

Use even margins, usually 1" on the left and right.

Use bullet points and italics - but NO underlines.

- Skills and information should be highlighted and easy to spot.
- Bullet points divide the resumé into easy to read sections.

Limit use of abbreviations/acronyms – spell everything out, for example:

- Use Students in Free Enterprise, not SIFE.
- Rather than “CNA Med/Surg, better: “Certified Nursing Assistant on the medical/Surgical unit

Use consistent tense throughout:

- Present tense for current positions, past tense for previous work.
- Example: administered vs. administer

Include dates, because they are one of the most important components of a resumé.

- Include the month and year (05/09-08/09 or 05/09-Present)
- Be prepared to explain gaps in your work during your interview or in your cover letter.

Be honest in your resumé; do not falsify things just to sound better.

- If an employer asks you about a past experience, be sure you are able to back it up with real information and experiences
- In advance, make a list of activities or experiences that emphasize your leadership, initiative, and organizational and critical thinking skills you used during these experiences so that you can talk about them during your interview.

Quantify accomplishments and as many of your statements as possible - include numbers!

- Numbers have meaning; numbers are the facts and figures to define your successes.
#Quantify
- Example: I babysat children vs. Supervised 5 children ages ranging from 3-11 over a three-year period.

Use action words and action-verb phrases. Action verbs illustrate your accomplishments.

- Don't be afraid to show off what you have done and demonstrate your full potential.