

## *Résumé Pointers*

### *What you should say:*

- ✓ Limit your résumé to one page, if at all possible. (A lengthy job history may not allow this.) Generally, include the last 10 years of work history.
- ✓ Use simple, everyday language.
- ✓ Keep job descriptions brief; focus on major responsibilities.
- ✓ Include a “Skills” section to emphasize specific work and program skills.
- ✓ If applicable, also include an “Achievements” section. (This section would include such items as “President of Student Leadership Council,” “3.9 G.P.A.”)
- ✓ Do not use “I” statements.
- ✓ Be honest; don’t exaggerate.
- ✓ List three professional references, if possible. Be sure to include titles, company names, and work phone numbers. (Be sure to notify your references.)
- ✓ Don’t mention salary or wages (unless they specifically ask for this. Then tailor your résumé accordingly).
- ✓ If you include your email address, make sure it’s a professional one.
- ✓ Finally, proofread for spelling and grammatical errors, and then have someone else proofread it as well.

### *How it should look:*

- ✓ Use standard 8.5” by 11” paper which is white, ivory, or gray. Avoid patterned and vibrantly colored papers.
- ✓ Keep a one-inch margin on all four sides of the page.
- ✓ Avoid fonts such as outline, shadow, script, or other difficult-to-read styles.
- ✓ Double space between sections.
- ✓ Single space within sections.
- ✓ Bold, underline, or capitalize section headings and selected achievements to make them stand out.