



The DOs and DON'Ts of Resume Preparation

Dos

- Make sure your resume is easy to read. Use concise, unambiguous sentences and avoid over-writing or flowery prose.
- Know your audience - use the vocabulary and speak the language of your targeted field.
- Keep the overall length of your resume short. Depending upon your experience, * * Focus on information that's relevant to your own career goals. If you're making a career change, stress what skills are transferable to support your new career objectives.
- Begin accomplishment statements with action verbs instead of pronouns like I, we, or even the company.
- Neatness counts. A poorly structured, badly typed resume is a reflection of the applicant.

DON'Ts

- Your salary history or reasons for leaving a previous job should not be included on a resume unless requested.
- If you're considering enclosing a photograph of yourself, don't! You may bear a striking resemblance to someone the reader doesn't like.
- Don't include personal references on your resume. A potential employer is interested in references only after they are seriously considering hiring you. At that time, you may be asked to provide reference information.
- Don't stretch the truth! Misinformation or untruthful statements will inevitably come back to haunt you.
- Avoid references to hobbies, activities and memberships that are not business-related or haven't any application to your current career goals or job objectives.
- Last, but certainly not least, don't have any unreasonable expectations of what a resume can do. Employers do not hire resumes. They hire people.