

RESUME GUIDELINES

The Basics.

- Know your audience. The content of the resume should be tailored to the specific field / industry you are targeting, including the skills or programming that are valuable to that field.
- Keep it to one page. Think of a resume as a collection of ten years' worth of relevant experience, at this point in your career you don't need a second page.
- A resume is not a comprehensive work history, it is a highlight reel of relevant work and applicable skills - listed newest to oldest.
- Keep your formatting consistent with sizing, font, punctuation, and spacing.
- Use the bullet point format when listing your experience, it's easier to read. Additionally, remove the words "I" or "my" and have the bullet point serve in their place.

Avoid.

- Two - three word bullet points. You should be able to articulate your skills so that it ideally spans the length of the page.
- Including references, or the term "references available upon request." Not only should that be a given, it's an unnecessary use of valuable space.
- Grammatical and spelling errors.
- Listing a bunch of generic terms under a "skills" heading. If you are gifted in communication or time management, then your work history should reflect it.
- Generic "Objective" headings or statements. It should be clear what position you're applying for, so opt for a "Summary of Qualifications" or "Personal Profile" as a heading instead - should you chose to use one.
- Templates or other formats that are hard to edit. Most applicant tracking software (ATS) cannot read text boxes or uneditable documents.

The Exceptions.

- CV's (Curriculum Vitae) are more common in education and international fields. They are often lengthier and contain more in-depth content.
- Government positions will often require a much more comprehensive history that includes specifics like salary information and supervisor's contact.
- Creative fields should utilize their resume as an extension of their portfolio, with a higher focus on design and presentation.