

# **Do's and Don'ts for Preparing a Resume**

## **DO**

1. Keep the resume 1 page. (The exception is adult students with relevant prior experience)
2. Leave 1 inch margins.
3. Use 11 or 12 point font.
4. Be brief, use concise vocabulary, action words.
5. List items in reverse chronological order.
6. Use a consistent writing style.
7. Provide relevant contact info (address, phone, cell, email).

## **Don't**

1. Have any spelling or grammatical errors.
2. Include personal information such as age, sex, religion, ethnicity, or marital status.
3. Use the personal pronoun "I."
4. State salary requirements.
5. Use unusual fonts or fancy typefaces.
6. Include a photo, colored fonts, or graphics.
7. List references (put these on a separate page).