

Quick Tips for Building a Successful Resume

- √ The sections you should include are:
 - Name/Contact Info
 - Education
 - Career History
 - Skills
- √ Instead of an objective, try instead to include a brief “profile” at the top where you highlight a few of your most important skills and accomplishments that you’re proud of.
- √ Use bullet points and avoid using paragraphs or long text-heavy descriptions.
- √ Use a font size that is large enough to be easily read - 12 points is good.
- √ Resumes do not need to be only one page. A two-page resume is fine.
- √ Never include personal information on your resume. Information about your family, religion, sexual preference, country of origin or marital status should not be on your resume.
- √ Have a professional sounding email address for your contact - NOT blondie@aol.com or hotstud@yahoo.com
- √ Have someone else proof your résumé — do not rely solely on a computer's spell-check.
- √ Avoid using a PDF for your resume. While it may look nice, most organizations use an applicant tracking system (ATS) to receive and review resumes and not all ATS’s can scan a PDF for information, so you should use a .docs format.