

Resume Rules

There is no “one right way” to write a resume. Resume writers have a lot of flexibility regarding layout, format and content. A good resume is one that is targeted to your chosen career and fits your specific background, contributions, and personal and professional goals. The following rules will help you keep your resume clear and concise.

- Resumes generally should be only one page in length. They need not include a complete job history, only what is relevant to the position being sought.
- The resume header should indicate your name in large, bold type using the name you commonly use.
- Include a reliable address, preferably only one, making it easy for you to be reached.
- Include area code with your telephone number.
- Include your e-mail address. Make sure it is professional and respectable.
- Avoid full sentences or excessive wordiness.
- Use short phrases, beginning with action verbs and ending with a result.
- Include as many results as possible, preferably quantifying results or accomplishments.
- Arrange information so that the most current or most relevant information is presented first. (*Reverse chronological format*).
- Functional format is less preferred but effective for career changers or those with gaps in employment.
- Don't use personal pronouns (I, my, his, her, their).
- Make sure verb usage and tense, language patterns, and information groupings, are consistent.
- Format, layout, and organization should be consistent, concise and easy-to-read.
- If your experience doesn't show skills or knowledge related to your career goal, you can add a section for *Coursework*: listing key courses.
- Do not list high school under *Education* since you should have more recent, relevant entries.
- Since many companies use scanners (optical character recognition), put the most relevant, key skills toward the top of the resume.
- When you must submit a resume online as part of the application process, it is not supposed to be “pretty” - use ASCII or RTF format.

- Every entry on your resume should include a description of the duties and skills using bullet points.
- Do not include personal data that is irrelevant or meaningless in an American resume: age, gender, weight, height, health, marital status and hobbies.
- Proofread for typographical errors, misspelled words and poor grammar. Have others proof it too.
- Do not devote undue space to company's or school's address (city and state only).
- Resumes should be printed on high-quality paper stock. The envelope and cover letter should match. Tri-fold both documents together, with cover letter on top.
- A cover letter should always accompany the resume (but do not staple). It should be personal and directed to a specific company with a specific job in mind.

YOUR NAME	
Street Address City, State ZIP Telephone Number E-mail	
PROFILE	
<ul style="list-style-type: none"> • Overview or highlights of knowledge, especially those that relate to the job or career field you are pursuing • Brief summary of qualifications and background • Skills or areas of expertise that emphasize your commitment to growth 	
EDUCATION	
DEGREE (Master of ... Bachelor of ...)	Dates
Name of Institution	Location
<ul style="list-style-type: none"> • Major, Minor, Certification (s) • Relevant Coursework: (only list those that pertain to the job) • Internships, Scholarships, Honors, Awards, Achievements • Extracurricular Activities, Clubs, Memberships 	
DEGREE (Associate ...)	Dates
Name of Institution	Location
<ul style="list-style-type: none"> • Same information as above 	
EXPERIENCE	
JOB TITLE	Dates
Name of Company	Location
<ul style="list-style-type: none"> • Description of duties and tasks (start with action verbs) • Highlights of experience, Specific skills, Projects, Training 	
JOB TITLE	Dates
Name of Company	Location
<ul style="list-style-type: none"> • Description of duties and tasks (start with action verbs) • Highlights of experience, Specific skills, Projects, Training 	
TITLE	Dates
Name of Organization	Location
<ul style="list-style-type: none"> • Nature of Membership, Involvement, Specific Skills, Special Projects 	