

## QUICK TIPS

Proofread! Your career advisor can review your résumé with you.

Be consistent with your formatting throughout the résumé.

Unnecessary spaces and unaligned bullet points are a distraction.

Show off your accomplishments—your résumé is the time to shine!

Avoid personal pronouns.

Always target your résumé to a specific occupation or type of job.

List your most important qualifications first.

Use solid, round bullets.

Use present tense to describe positions you currently hold.

Don't expect an employer to spend more than 10 seconds on your résumé.

## RÉSUMÉ CHECKLIST

- Is your résumé confined to one page?
- Is your font no bigger than 12 pt., but no smaller than 10 pt.?
- Do you have a distinct header?
- Is your résumé visually appealing?
- Did you check for grammar or spelling errors?
- Are your fonts consistent throughout the résumé?
- Can you get to the most relevant information by scanning?
- Have you had it reviewed by your Career Advisor?