

Resume Guidelines

There is no one right way to write a resume, but here are some basic guidelines to point you in the right direction.

1. In most instances, list education and work experience in *reverse* chronological order.
2. Pay close attention to detail. Your job title, company names, school names, and dates should all appear in corresponding places for each entry. If one category of information is italicized or in bold, that formatting should be utilized consistently throughout the resume.
3. Normally references are provided on a separate page at the request of the employer – not included on the resume.
4. Again, detail is critical. Misspellings and grammar mistakes should be avoided at all costs.
5. It's ok to invent your own job title to describe what you did at a previous job, as long as it is accurate and you are sure your previous employer would agree with that title if contacted by the prospective employer.
6. Never attempt to lie on your resume.
7. Multiple phone numbers are usually not necessary. Pick the number that represents the best way to contact you and use it.
 - **Note:** *Consider your current voice mail recording and what impression it might give to a prospective employer.*
8. If you don't have an e-mail address, sign up for a free account and choose an e-mail alias you would be comfortable putting on your resume. The employer will probably not use e-mail to contact you, but it suggests a basic level of computer literacy. Also, you'll need an e-mail address in order to use our office's online placement service (CCN).

Avoid:

Needless repetition

Unclear phrasing

Acronyms or terms that may not be familiar to reader

Mistakes of any kind

Strive for:

Lucid organization

Easy "scanability"

Accuracy

Relevance and impact