

## Guidelines for Resume Writing

*There is no one perfect or correct form for a resume. It helps to be creative and adjust the style and format to suit your purposes. While there are variations in style, there are also general guidelines that usually are followed. Some are listed below:*

1. Keep it brief. A recent high school graduate resume should be limited to one page. The longer it is, the less chance of it being read or comprehended. Potential employers spend about five seconds looking at a resume before they decide if they are going to discard it or keep reading. Avoid long paragraphs- one or two lines of information is sufficient and utilize bullet points to summarize information.
2. Be neat. It should look perfect! There should be no misspelled words or formatting errors and it should appear balanced and evenly spaced. Use your computer to produce a neat, readable document on standard- size 8 1/2" x 11" paper. Avoid fancy fonts; Times New Roman is a good choice. Italics, bold print and underlining can be used to give uniformity to different sections. When you submit a resume to a company in person, be sure to print the document on resume paper, which can be purchased at stores such as Walmart or Staples.
3. Be honest, be accurate, and be positive. The tone should be one of modest confidence.
4. Identify strengths and gifts you have that would enable you to successfully fulfill the position for which you are applying. List your experience, including: knowledge gained, skills acquired, duties carried out, and special achievements.
5. It is best not to use personal pronouns. By using action words your resume will have the greatest impact and effectiveness. For example, the following are a few words which may explain some of your experience or skills:

Trained	Conducted	Promoted	Coordinated
Proposed	Organized	Operated	Performed
Directed	Produced	Motivated	Facilitated
Planned	Expanded	Assisted	Instructed
Developed	Wrote	Supervised	Performed
Researched	Managed	Designed	Delegated

6. Ask several people to proofread your resume- friend, professor, and career counselor, professional.
7. When sending an electronic copy of a resume, always send it in a PDF to maintain the integrity of the document.
8. References: include their name, phone number and email address. Can be employers, teachers, coaches, counselors, that would share positive information about you (try to choose 3). You can also write "References available upon request" to save space on your resume.