

## Guidelines for Writing Your Resume

- Check for proper spelling, punctuation, and grammar.
- Try not to use “I” or “my” (see attached “Action Words” list for alternatives); write in phrases rather than complete sentences.
- The goal is a one-page resume. Two pages are acceptable if the information is related to the position.
- Make sure that all information in your resume relates to your job objective.
- Keep your resume uncluttered. Limit words, use white space and adequate margins (1.0” around is standard, although they can be as small as .5” to add more lines).
- Use an 11 or 12 font size. Avoid fancy, hard to read font styles.
- Use a laser printer.
- Go back ten years in your work history (if applicable).
- Use white or off-white paper. Avoid brightly colored paper (fluorescents).
- Include a phrase such as, “degree anticipated in one year” or “will graduate in fall” if you are reasonably close to graduation.
- If you have gaps in your work history, include a positive account, such as travel, volunteer, full-time student, etc.