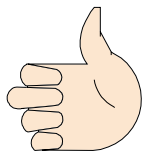


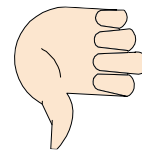
General Resume Guidelines

DO'S



- ◆ Lead with your strongest statements that are related to the job or goal.
- ◆ Emphasize your skills.
- ◆ Keep it brief (1-2 pages).
- ◆ Use 8 1/2" x 11" paper.
- ◆ Correct all typographical, grammatical, and spelling errors.
- ◆ Include your employment-related accomplishments.
- ◆ Target your qualifications.
- ◆ Clearly communicate your purpose and value to employers.
- ◆ Maintain eye-appealing visual appearance.
- ◆ Use the best format to showcase your skills.
- ◆ Appear neat, well organized, and professional.
- ◆ Be creative and relevant to job.
- ◆ Always include a cover letter when mailing your resume.
- ◆ To enhance your qualifications, use measurable outcomes, values, and percentages.

DON'TS



- ◆ Do not use abbreviations (exceptions include middle initial and directions such as N for North).
- ◆ Do not use "I" to refer to yourself.
- ◆ Avoid any mention of salary expectations or wage history.
- ◆ Do not print on a dot matrix printer.
- ◆ Do not use fancy typeset, binders, or exotic paper.
- ◆ Do not send a photograph of yourself.
- ◆ Avoid statements that you cannot prove.
- ◆ Do not include personal information (age, height, weight, family status, picture, or religious or political affiliation unless you are applying for a job with one of these organizations).
- ◆ Do not change the tense of verbs or use the passive voice.
- ◆ It is not necessary to use the title "resume."
- ◆ Do not include references on the resume. Make a separate reference sheet.
- ◆ Do not include hobbies or social interests unless they contribute to your objective.
- ◆ Do not staple or fold your resume.