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10 RESUME DOs and DON'Ts

Your resume isn't just a list of your career accomplishments. A nicely organized resume is a chance to show a potential employer how you manage information and is also a courtesy to your reader by showing you value their time, increasing your chances of receiving a call-back. Make it as easy as possible for the person reading your resume to quickly understand your background and how you might fit within their organization with these resume DOs and DON'Ts.

1. DON'T put an objective statement. Everyone knows that if you are submitting your resume you want the job.
2. DO put a Summary. This can be a short 2-3 sentence paragraph outlining your valuable experience and skill set and should be tailored to the position you are applying for. This also allows the person reviewing your resume, who may be moving it up a channel, to quickly summarize your background to a decision maker.
3. DON'T use graphics, multiple colors, cuckoo fonts or random text boxes. Many HR software systems get confused with graphics, text boxes and columns which could make it more time consuming (read: frustrating) for a potential employer to find your info and contact you.
4. DO Clean up the look of your resume and keep it simple with a plain white background, black text. and one column format. Try out this tool to build a simple resume: http://ineedaresu.me/
5. DON'T assume that everyone knows your current employer and what your company does.
6. DO put a short summary of your company and include their website. This should go under the name of your employer and your dates of employment. This allows a future employer to understand the type of organization you've been working for and how it might be related to their company.
7. DON'T put moot information such as 'References available' or 'Salary Requirement.' If they want this information they'll ask and it will usually be on a standard application anyways.
8. DO put a SKILLS section. This section should also be tailored to highlight the relevant skills for the position you are applying to and can include items such as: software, languages, technical abilities, and other areas of expertise.
9. DON'T send a scan, jpg, png or other format of your resume. A scanned resume never looks good, will not import into most HR software properly and also gives the impression that you're not tech-savvy.
10. DO send your resume in the most universal format possible. The best would be a PDF format, or .DOC. Most word processing systems allow you to 'Save As PDF' or you can use an online PDF converter tool like this: https://www.freepdfconvert.com/