

10 Resume Do's and Don'ts

Your resume is a potential employer's first glance into your career progression - which makes it so much more than a list of accomplishments. It should be easy to read and show a clear path of skills you've obtained, accomplishments you've achieved, and how you've developed. To help you in the creation of a stellar resume, here are a few DO's and DON'Ts to guide you:

PLEASE DO

1. Include consistent information for each employer. This should include the company name, title (along with any credentials, ex. NCIDQ, NCARB, etc.), start and end month/year of employment, location, company website, and a brief description of what the company does, as well as 2-3 bullet points with your main responsibilities and accomplishments. If you work in a sales related position, don't forget to include quantifiables like quotas met, achievements made, etc.
2. Keep the formatting simple. Most companies use programs that easily translate candidate information into an HR platform. Using graphics, multiple fonts, extra text boxes, and other types of images make it tougher to read so when in doubt, the simpler the better. Try out this tool to build a simple resume: <http://inedaresu.me/>
3. Add a skills section. This could include any software programs you're proficient in, additional languages, sectors you've worked within if you're in A&D, or job specific skills that separate you from other candidates. This can also include any quantifiables/results that you'd like to call attention to.
4. Make sure that contact information and links are all accurate and up to date. If you are active on LinkedIn, feel free to add that link to your resume, but be sure that the information is consistent from your resume to your profile. Also, make sure that you are using a professional email address and have an appropriate voice mailbox message set up.
5. Save your resume as a .Doc or .PDF file. These formats are the most compatible and will ensure that everyone is able to view your resume as you intended.

PLEASE DO NOT

1. Put an objective statement. The end goal of submitting your resume is to further your career and advance your skillset. Use this space for relevant resume content instead.
2. Use a profile picture or graphics on a resume. Please save the headshots for LinkedIn and clipart for presentations. Your resume should be neat and to the point with valuable information.
3. Write "references available" or "salary requirement." If an employer needs this information, they will ask you for it directly. Have professional references ready and available if/when the time comes.
4. Send a Google Doc link to your resume. Sharing a Google Doc link requires you to grant access to whoever may be trying to open it. Please be mindful that not everyone will be so kind as to ask you for access, and will instead discredit you as a viable candidate.
5. List personal hobbies on your resume. This is meant to be an insight into your professional experience. If your hobbies are relevant to the work that you do, they are best listed in the "Skills" section, if not, please save them for personable discussion at a later date.

