

Resume Do's and Don'ts

DO:

- Keep your resume to one page
- Begin phrases with action verbs such as “developed,” “mentored,” and “assisted” □
Include your contact information: address, phone number, and professional email □
Include work locations and dates. Ensure dates are in reverse chronological order.
- Check your resume before submission or have a Career Center professional review it for you

DON'T:

- Include your references in your resume
- Include your high school information unless you are a first-year
- Use hard to read fonts or sizes for your resume
- Use different formatting. Keep bullet points, underlining, placement of dates, etc. consistent throughout the resume