RESUMES: A GUIDELINE
Resume Do's & Don'ts

DO:

Do: Put your name in large, bold letters at the top of the page
This is your resume, so your presence should be known!

Do: Establish some kind of rigid format
Chose a left or center alignment, and use indentation and new paragraphs to show separation of subjects. List your headings in bold, your subheadings in italics, your job duties in bullet points, etc. A resume should be clear and structured to establish a flow.

Do: Include your contact information near your name on the resume
Include email, phone number, and physical address. Make it as easy as possible for employers to contact you.

Do: Include your education information, preferably near the top of the resume
Where you went/go to college, what kind of grades you make, and what you chose to major in are important contributing factors to employers' decisions, especially since you probably won't have any professional experience to reference yet. Make that information clearly available.

DON'T:

Don't: Leave giant gaps of space on your resume
Don't triple space, don't leave half a page empty, don't use 2-inch margins. You can find enough information to fill one full page

Don't: Fill your resume from corner to corner with text
Your resume needs margins, spaces, and places to breathe. Try to balance the information with the space.

Don't: List your hobbies unless they are relevant to the job you're applying for
If you want to work in a bike shop, tell them you're an avid mountain biker. If you want to work in an ice cream store, they probably don't care that you bike. See what I mean?

Things to include (or not include) in your resume

Must Have:
>Contact information
>Education information
>Work experience and/or extracurricular activities and/or volunteer work
>Skills and/or qualifications
>Honors and/or activities

Could Have:
>Relevant course work
>An objective
>Time stamps on your work (or other) experience

Don't Have:
>Hobbies
>References
>Biographical or personal information
>A second page (if it can be avoided)