

Resume - Review



Do not include:

Birth date

Health status: Statements regarding health are not included unless you are applying for a job that has physical requirements.

Social Security number



State your objective carefully. An objective is optional but helpful to include. Your objective should state the type of position you desire.



Average resume length is one page.



Use preferred type sizes: Use 11-point type for text; 12-point for heading; and 14-point for your name.



Make it error-free. Refer to the dictionary as need and use the spell checker. Have another person proof read your resume.



Use good paper. Use a good white or off-white cotton bond paper.



Make crisp copies. Laser printing is best. Copies are not acceptable, print each resume.



Avoid writing anything negative. On a resume you don't have to tell the employer everything.

For example:

1. Member, Baseball Team, 1998-2000

resigned due to injury

2. Driver, Round table Pizza, 1999-2000

Reason for leaving: speeding tickets

3. GPA: *1.9*



Update your resume regularly. You should plan on updating your resume at least once a year. Add new courses, workshops, community service positions, honors, activities, and jobs.



Allow for a frame of white space on your resume. The usual resume margins are 1 to 1.25 inches all around the resume. Good use of white space makes a resume easy to read.