

## Guidelines for Resume Writing

- 1. Do not use a template**
  - Templates create “cookie cutter” looking resumes.
  - Templates cannot easily be revised to tailor your resume for each opportunity.
  - Templates could cause your resume to be taken out of the applicature pile due to ATS not being able to read it.
    - ATS is a computer system that filters resume before the hiring team sees them.
- 2. Remove the hyperlink from your email**
  - It will not transfer electronically
- 3. Do not use headers and footers**
  - Often times when Word documents are downloaded from email, the information housed within headers and footers are lost.
- 4. Make sure you save different versions of your resume**
  - Keep a master copy of your resume that holds are your educational and work experience. This can then be copied for each job you apply to and you can just keep the information that is most relevant to that job application.
- 5. Save resumes in Word or PDF.**
  - These are the two formats that work best electronically.
- 6. Keep your resume to 1-2 pages in length.**
- 7. Do not include references in the resume**
  - Instead, create a separate document for your professional references (around 3 contacts).
  - You can use the same heading that is on your resume for your professional references page.
- 8. You may need to revise your skills/qualifications section to tailor your resume to each position.**
- 9. Keep the columns to a minimum if your resume will be electronically transmitted.**
- 10. Make sure to proofread your resume.**
  - Things to check for would be: correct dates, proper grammar and spelling, and correct alignment of information.

For further assistance with your resume and other career related topics, please contact:

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**Final Note:** Make sure that your resume is future-oriented. Talk less about what you have done and talk more about what you can do. Focus on the skills, abilities, and qualifications that the prospective employers want for the position.