

Résumé Checklist

There is no correct way to write a résumé, but there are many wrong ones. Here are a few guidelines to get you going in the right direction:

DO

- Do use a 10–12 pt. easily readable font for the body text
- Do use a 6–8 pt. font for your address, phone number, and e-mail in a header
- Do list experiences within each section in reverse chronological order (most recent first)
- Do list educational awards (scholarships, honors, etc.) in the awards or education section
- Do include each university/college (and location) attended with majors, minors, and dates of attendance. (We generally recommend adding transcript GPA if it's 3.8 or above.)
- Do include the title of each position, the time spent in the position, the company/employer, and around 2–5 bulleted statements
- Do include both the month and year on dates
- Do consider including the hours per week for each experience
- Do bullet your achievements under your experiences
- Do begin each description with an action verb
- Do use past tense verbs for past jobs and present tense verbs for present jobs
- Do quantify your descriptions with numbers as much as possible
- Do check for typos and grammatical errors
- Do make sure all dashes between dates are the same length and have the same amount of space between each
- Do make sure that there is uniformity throughout your résumé

DON'T

- Don't make your margins smaller than 0.7 inches on all sides
- Don't use a résumé template/wizard—use your own instead
- Don't center or justify text
- Don't use graphics or shading, if using color, keep in mind that your résumés will probably be printed in black and white, so make sure the color is readable
- Don't use more than 2 fonts in the résumé or more than two formats (bold, italics, underline) on a line
- Don't label “e-mail,” “phone,” etc. (it's obvious that 801-555-5555 is a phone number)
- Don't include an unprofessional e-mail address
- Don't use an objective/purpose statement
- Don't include anything from high school
- Don't include GPA if it's below 3.8
- Don't list your LSAT score or ACT/SAT score
- Don't include references or state “references available on request”
- Don't use personal pronouns (e.g. I, my, me)
- Don't list basic computer skills such as Microsoft Word, Excel, typing, etc.
- Don't use jargon that people who don't work in your field wouldn't understand
- Don't list your mission as “Service Missionary” or “Volunteer Representative”—use “Proselytizing Missionary”