

THE DO'S AND DON'TS OF CREATING A WINNING RESUME

Do's

- **DO** make sure your contact information is correct. If you get the job or an interview you want the employer to be able to contact you.
- **DO** have a professional email (preferably use your MSVU email)
- **DO** keep it brief and concise— typically keep your resume between 1-2 pages
- **DO** describe. Use action verbs such as Administered, Developed, Coordinated, Negotiated, Interacted etc. Give as much information as you can about your duties at previous jobs.
- **DO** your research. Search job postings for nouns or phrases that are repeated by the organization/ company.
- **DO** use bullet points. Paragraphs are not needed keep it current and leave the paragraphs behind. Keep in mind that employers are very busy and have very little time to spend reading a resume.
- **DO** make good use of space. Make good use of your job titles— be specific.
- **DO** change your resume for each specific job. Make your objectives and tailor your skills that you have to your employer needs/ the job description.
- **DO** avoid typos and grammatical errors.

DON'TS

- **DON'T** simply copy and paste the same resume for every job. No ONE resume will work for every job you apply for.
- **DON'T** have a resume that is longer than two (2) pages.
- **DON'T** use fancy layouts, or coloured paper. Keeping it simple and standard is best. Let your experience do the work not the style.
- **DON'T** compare your resume to others. No two resumes are alike! There is no one 'right way' to write a resume. Since you are unique so is your resume.
- **DON'T** use a template. Yes writing a resume based on a template is easy. But, employers know what they look like, Sending a template resume can show that you just did the 'bare minimum'.
- **DON'T** use overused phrases that have empty or unclear meanings
- **DON'T** include a picture unless you are applying to be an actor or a model.
- **DON'T** include the following your: gender, marital status, ethnicity, children, age, height, weight, salary expectations
- **DON'T** use the word I. Use language that does not include personal pronouns.