

# Resume Do's and Don'ts



When it comes to Resumes there are Do's and Don'ts we suggest you follow. Here is a list to help you easily see these do's and don'ts.

## **Resume Do's**

Do...

- ✓ Make your resume file name distinguishable from other resumes
- ✓ Proofread your resume and its file name
- ✓ Check employer guidelines for file types
- ✓ Use the attachments button when attaching documents to an email
- ✓ Include your work experience, contact information, skill, and education
- ✓ Use full pages
- ✓ Limit your use of colour, make sure there is contrast
- ✓ Keep a consistent font
- ✓ Use bullet points to improve readability
- ✓ Single-Space
- ✓ Keep tables simple, if used'
- ✓ Consider Paginating
- ✓ Format traditionally to make your resume AI ready
- ✓ Use your word processor's accessibility checker
- ✓ Use the headings feature
- ✓ Tag your PDFs
- ✓ Use accomplishment oriented language
- ✓ Tailor your resume to the job
- ✓ Use numbers/facts when possible
- ✓ Use keywords
- ✓ Use templates for inspiration
- ✓ Use many different action words
- ✓ Check on your online presence
- ✓ Ensure that your contact information is correct
- ✓ Consider what types of sections are most relevant to the position you are applying to
- ✓ Learn how to build strong bullet points
- ✓ Pick out a relevant resume format
- ✓ Use active voice
- ✓ Put most important bullet points first
- ✓ Be concise
- ✓ Use a common bullet point style

## **Resume Don'ts**

Don't...

- ✘ Use special characters in your file names
- ✘ Use only lowercase letters in your file names
- ✘ Include the word "general" in your file names
- ✘ Use gimmicky names
- ✘ Include version numbers/names
- ✘ Use more than two pages
- ✘ Leave half a page open
- ✘ Use Comic Sans
- ✘ Use images or tables unless necessary
- ✘ Include images of yourself
- ✘ Use personal pronouns
- ✘ Skip heading sizes
- ✘ Use headers and footers
- ✘ Use a general resume
- ✘ Use vague/empty terms
- ✘ Copy a template
- ✘ Include personal information except contact information
- ✘ Include your references on your resume
- ✘ Forget to check out all of the Career Zone resources at [lakeheadu.ca/careerzone](http://lakeheadu.ca/careerzone)