DOs

Do format your experience in reverse chronological order, beginning with your most recent experience and moving backwards.

Do include detailed information on previous employers. Include company names, dates of employment, locations, and job titles.

Do use a professional font and a simple bullet point format.

Do keep it crisp and trimmed to one page.

Do use a professional summary not an objective to grab the attention of the recruiters. Highlight your unique fit for the position.

Do qualify and quantify your experiences, include numbers and percentages when possible.

Do make it AI readable. Employers use Applicant Tracking Systems (ATS) to scan resumes. Omit using graphics and charts and stick to one or two columns. Use keywords pulled from the job posting.

Do read instructions for sending the resume file to the employer. While PDF will preserve the design and format it is not always compatible with ATS software. If PDF is listed among the file formats you can use it. However, if the employer does not specify, play it safe and stick to a Word document in .doc or .docx format.

Do include your LinkedIn profile link in the contact section.

Do remove employment dates older than a 15-20 years ago.

Do update your resume regularly and save a copy on an external hard drive or the cloud.

DON'Ts

Don't include your street address; City, State, and Zip Code only.

Don't give tasks, give examples of what you did and what you accomplished. It's a resume not a job description.

Don't include a picture of yourself.

Don't state your age, race, gender, ethnicity.

Don't use an unprofessional email address.

Don't include social security number or other personal identifiable information.

Don't include references on your resume. You can share later if requested.

Don't have errors. Have a trusted friend proofread. Typos and grammatical errors are not acceptable.

Don't lie about your skills, certifications, or experience.

Don't hide your resilience during gaps. So many people were impacted during the pandemic or have taken time off to be a primary caregiver. Fill in this space with personal projects, volunteer experience, continued education, professional development or at home experiences that demonstrate skills or development.

Don't list college graduation dates unless you have graduated within the last five years. Keep the degree and institution name.

Don't list the obvious. 99% of people have Microsoft skills. List job specific software or skills.

Don't forget to write a cover letter. You get an entire page to tell them why you are the right candidate.