



EXPERT ADVICE: RESUME:

Resume Do's and Don'ts

Do: Vary sentence structures. Resume writing is not prose, so try to keep all your sentences under 25 words. Punchy sentences often convey considerable force to the reader. At the same time, a resume with 40 sentences all 12 words in length will come off boring, elementary and platitudinous. Try to shoot for an average of about 18 words. One little secret to writing a shorter sentence — Start with a clause: follow with a colon and then add bullets of information relating to your introductory clause.

Don't: Use pronouns like "I." For example, underneath the heading of your last internship, don't write "I researched South American economic statistics." Write, "Researched..." You'll save space and add force to your accomplishments.

Do: Add bullets to your accomplishments to make them stand out.

Don't: Use clichéd adjectives like *dynamic* or *self-starting*. Instead, use detailed descriptions of your accomplishments to convince the employer. On a similar note, job duties are not accomplishments. Show how you excelled.

Do: Ask someone else to proofread your resume for spelling and grammar.

Don't: Send a resume without a cover letter. It may sound obvious to some of you, but you'd be surprised how many people just send a resume as a way to get their name out there.

Do: Use good quality paper (at least 50% cotton is considered good paper). The paper you print your research papers on won't cut it. Standard 8 1/2" x 11" size is fine. Do not use scented or decorative paper - this is not Legally Blonde.

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