



EXPERT ADVICE: RESUME:

What Goes in the Resume? Don't Forget these...

Ideally, a resume is about a page long. Because of the limited space you won't be able to include everything about yourself. Here's what you should put in and what you should leave out.

The Essentials

1. Name: First and last. Middle isn't a requirement.
2. Address, email and telephone number: Most businesses like to follow up with a phone call, not a letter.
3. Job objective: One or two sentences about the job being sought and why you would be a valuable part of the team.
4. Name of companies you worked or interned with AND employment dates: Employers are very skeptical of resumes that don't include job dates because they suggest the position was brief or not especially challenging.
5. Job responsibilities and accomplishments: Include them in the Employment History section under company name and employment dates.
6. Awards or organizations that a candidate belongs to: This includes military service.
7. Language and computer skills: A second language (Spanish or C++) can make a big impact.
8. Education: Major, minor, type of degree, honors distinctions, GPA. If the resume is light on work history, include some courses taken.

Leave at Home

1. Reasons for leaving old jobs: This topic is likely to be covered in an interview and can hurt a candidate before then.
2. Letters of Recommendation: Unless specifically asked for, these additional sheets of paper are likely to end up in the trash can next to a human resource manager's desk. But, be sure to have recommendations for your files in case they are needed.
3. References: Again, unless specifically asked for, leave out. Including "References available upon request" is an adequate substitute.
4. Race, Age, Religion, and Sexual Orientation: Government laws exist to prevent discrimination. These are not important measuring sticks for any job.
5. Starting dates: Usually a candidate's availability should be included in her cover letter.
6. Photographs: A picture is not a representation of a candidate's skills.
7. Inflated jargon: What does this mean? Basically, bragging about something you never actually did. Many resumes include hyperbole and often, blatant lies. Employers can usually see through this.