

## Basic Outline:

Name & Contact Information ✓	Experience ✓
Objective (optional) ✓	Accomplishments & Involvement ✓
Education & Certifications ✓	System/Software/Technical Proficiencies ✓

## Do:

### Keep it clear and concise.

Keep your resume to one page and make sure your objectives are clearly stated.

### Present in reverse chronological order.

Have your most recent work experience listed first and then work backwards. List your most relevant and notable accomplishments first in each section.

### Use consistent formatting.

Make sure your font, margins, bullet points, and tabs are all spaced and stylized in the same format. Use horizontal lines and headers to differentiate between sections. Use black ink only so it doesn't distract from the content.

### Include descriptive & detailed bullet points.

Bullet points allow the breaking up of text and the clear highlighting of achievements.

### Make sure it is professional and accurate.

Find multiple reviewers for spelling errors, typos, and poor grammar. Confirm and utilize accurate dates and values. Use a professional email address.

### Brag on yourself!

This is your first impression so it's your time to shine! Be sure to include honors, awards, leadership positions, and above-average reviews.

## Don't:

### Misrepresent yourself.

Make sure you don't lie, omit, or mislead in regards to education, dates, or inflated titles.

### Use graphics or pictures.

You don't want to use images that could be distracting so refrain from using headshots or Facebook photos.