

# Resume Writing Tips

Some tips may not apply to all resume formats or styles.

- Generally start with work history unless there is none; then start with educational background.
- Start with present or most recent experience (job or education) and work backwards.
- Don't write in the third person (s/he) but don't overuse "I".
- Include pertinent dates.
- Keep personal data to the minimum.
- Do not include an age.
- If hobbies or leisure activities can be directly tied into the job objective, use them.
- Do not include personal references directly in the resume.
- Do not discuss salary in the resume.
- Be honest.
- Brief is best. Try to keep your resume to one page (front only) and not too crowded.
- Leave adequate margins (space around the edges).
- Proofread! Proofread! Proofread!
- Make the resume pleasing to look at but don't let it become so elaborate that its appearance overshadows the content.