AP.

P R O F E S S I O N A L S

Resume Writing Tips From the Experts

DO

- Standard size white or gray paper only.
- Specialization is key. The better jobs require increased specialized skills. Tailor your resume for the job (more than one resume is OK).
- Draft, edit, spellcheck, proofread, and have a friend proofread.
- List charitable, trade, and civic associations, but be brief. Being too lengthy creates a perception of too much play and not enough work.
- Always have an updated copy of your resume delivered to your references. They might not remember as much about you as you think.
- Keep cover letters brief and to the point. Knowing your audience and delivering makes a big difference.
- Always keep a report card on yourself and save all reviews from previous employers. It is the starting point for proper preparation.
- Achievements should be highlighted with measurable criteria.
- Know your audience and play to them. Have a basic understanding of the reader's interests, hobbies, educational background, and specialized needs to create a synergy.
- Always leave plenty of white space and adequate margins. Your resume should breathe as it is read.

DON'T

- Don't use gimmicks, colored paper, pictures, or wordy cover letters.
- Avoid comments about lack of flexibility, stating preferences, or certain desires.
- Never reveal salary on the resume.
- Never lie. Someone will eventually find out and you'll lose credibility (never to be regained).
- Never abbreviate terms or jargons, certain readers can confuse them too easily.
- Never include company phone number unless it's a confidential voice mail.
- Do not include references. It's taken for granted you have them and employers will inquire when ready.
- Avoid clutter: Social Security numbers, addresses of employers and educational institutions, and classes attended occupy unnecessary space.
- Avoid any negative remarks about past employers (no matter how bad it was) and reasons for terminations.
- Avoid over used sayings such as 'per se', 'proactive' and 'streamlined'. They're boring.