Your Resume's Anatomy
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Follow-up questions? Please e-mail me at

To set up an appointment with our office, please call **Linda** at **330-823-2889**

Your Resume's Layout
- **Your resume MUST be typographically and grammatically perfect.** - Just as interviewers expect that those they are interviewing are at their best, your resume is assumed to be the best work you can do. Go over it with a fine-toothed comb.
- Should be a data sheet. **No paragraphs.** - This is mostly for ease of reading.
- **Bullet points are great.**
- **Clean, neat, and easy to read**. - Don't do anything too flashy, fancy, or outlandish with your resume. It should be a professional document.
- **Top 2/3 of the page should have the most important information and details.** - If someone has a stack of resumes to get through, that person will generally only get through the top two-thirds. Top-load your best stuff (education, relevant experience).
- **Bold** or *italics* can help things stand out. Underlining can get messy….
- Use your career office, and show your resume to people in the field.
- List items in reverse chronological order.
- At this point in your life, if you are a traditional student, stick to one page.
- Use a simple, readable font. Sans-serif fonts are best. Times New Roman is too clunky.
- Do not use a Microsoft Office resume template. They are ubiquitous and difficult to modify.
- Don't mix FONTS. Don't go crazy with shading, graphics, or icons. (You may ignore this rule if applying for a job in design.)

Content Quality
- Proofread! Remember spell-check doesn't catch everything.
- Avoid writing in the first-person. No I, No my. (This is a data sheet.)
- Put in effort: Do not abbreviate. Avoid acronyms. Spell out numbers under ten, don't abbreviate states.
- Don't volunteer some personal information (family, SSN, religion, age, date of birth, weird personal hobbies, etc)
- Be consistent with punctuation.
- Avoid wordiness. Be clear and concise.
- **Unpaid experience is still experience!**
- Objective should be clear and well-defined or omitted.
- Avoid confusion by giving **one easy-to-find set of contact information** at the top near your name.
- **This is not a life history**. Omit irrelevant or old information. (At this point, high school information)