



Resume Dos and Don'ts

Do	Don't
<ul style="list-style-type: none"> ▪ Keep it no more than 2 pages ▪ Use action verbs in the past tense ▪ (e.g. <i>co-ordinated</i> or <i>researched</i>) ▪ Make sure it is word processed ▪ Stress accomplishments (use facts and figures where possible) ▪ Try to address the question in the reader's mind, So what was the outcome or result of your action? ▪ Use a simple and consistent format ▪ Camouflage gaps ▪ Proofread by others 	<ul style="list-style-type: none"> ▪ Use / or any other pronouns ▪ Have any grammar or spelling errors ▪ Be too wordy ▪ Include irrelevant information ▪ Include personal data (e.g. marital status, age) ▪ Go back more than 15 years unless it is relevant ▪ Include references (Use a separate sheet)

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