



Resume Do's and Don'ts

Resume Do's:

- Customize your resume for each job application. Highlight relevant skills, experiences, and achievements that align with the specific job requirements.
- Choose a clean and professional format. Use legible fonts, bullet points, and headings to make your resume easy to read.
- Begin your resume with a concise and compelling summary or objective statement that highlights your career goals and qualifications.
- Whenever possible, use numbers and percentages to quantify your achievements. This gives employers a clear understanding of your impact in previous roles.
- Use keywords from the job description in your resume. Many companies use applicant tracking systems (ATS) to scan resumes for relevant keywords.
- Include a dedicated section for your key skills, especially technical and soft skills relevant to the job you're applying for.
- List professional experience in reverse chronological order: Start with your most recent job and work backward. Include the company name, your position, and dates of employment.
- Emphasize your accomplishments and contributions in each job role. Employers are interested in what you achieved in your previous positions.
- If you have certifications or relevant training, include them in a separate section to demonstrate your qualifications.
- Check your resume for spelling and grammar errors. Typos can create a negative impression, so proofread your resume multiple times or ask someone else to review





Resume Do's and Don'ts

- Resume Don'ts:
- Don't include personal information. Avoid including sensitive personal information such as your social security number, marital status, or religious affiliations.
- Don't Use an unprofessional email address. Avoid using nicknames or overly casual email addresses.
- Don't Include irrelevant work experience. Exclude jobs that are not relevant to the position you're applying for, especially if they are from a long time ago and don't add value to your application.
- Don't send the same resume for every job application. Tailor your resume for each specific job opening.
- Don't Use a Tiny Font Size: Ensure your resume is readable by using an appropriate font size (usually between 10 and 12 points) throughout the document.
- Don't Use Long Paragraphs: Use concise bullet points to describe your job responsibilities and achievements. Long paragraphs can be overwhelming and difficult to read.
- Don't Include Unrelated Hobbies: Unless your hobbies are directly relevant to the job, it's best to leave them out. Focus on professional qualifications.
- Don't Include Salary Information: Avoid discussing salary expectations or previous salary history in your resume unless explicitly requested by the employer.
- Don't Use Jargon or Acronyms Without Explanation: If you use industry-specific jargon or acronyms, make sure to explain them, especially if the person reading your resume might not be familiar with them.
- Don't Use Templates That Are Too Fancy: While having a visually appealing resume is important, avoid overly elaborate designs or graphics that might distract from the content of your resume. Keep it professional and easy to read.

