HireMizzouTigers
Resume Dos & Don'ts

In order for your resume to get approved on HireMizzouTigers.com for full access, including full-time jobs and on-campus interviews, be sure that it follows these guidelines:

An approved resume will:

Content

⇒ Represent you and your relevant experience

⇒ Include your complete local and permanent contact information: name, address, phone number, and email

⇒ List education appropriately—degree, university, expected graduation date, GPA (if 3.0 or over), minor

⇒ Include relevant work history

⇒ Spell out everything, including words in your address, the name of states, type of degree, dates, etc.

⇒ Include related professional information, like honors, awards, volunteer and internship experiences

⇒ Use bullet points that start with action verbs to highlight skills and work experiences

⇒ Expand and quantify your bullet points to give a better scope of your skills—no two-word statements!

⇒ List references' contact information on a separate page, using the same heading you used for your resume

Format/Design

⇒ Make formatting consistent—use of bullets, spacing, font effects, word tenses, and indentations should be easy to read

⇒ Prioritize everything listed—either list experiences in reverse chronological order (most recent first), or list the most important experiences first

⇒ Have correct spelling and grammar

⇒ Be one full page, no partial pages

⇒ Keep font and color professional

Your resume *won't* be approved if:

Content

⇒ It includes inappropriate personal information like hobbies, photos, age, personal interests

⇒ It includes abbreviations

⇒ It includes personal pronouns (I, me, you, etc.)—these are understood

⇒ It includes outdated and/or not applicable information (high school information)

⇒ It includes casual writing or slang terms

Format/Design

⇒ It has overwhelming fancy fonts or color

⇒ It is based on a resume template, which is unoriginal

⇒ It has excessive white space that makes the resume look sparse

⇒ It has partial pages—one full page should be sufficient for an undergraduate

⇒ References are listed on your resume—they should be on a separate page

If you would like additional help with your resume, please visit your career services office or stop by the MU Career Center for a resume review.