Basic Resume Do's & Don'ts

Do's:

- Use Regular 8 ½ X 11 Paper – Regular paper

- Margins: 1 Inch Margins on all 4 sides; for easier reading

- Use a common font (e.g. Times New Roman, Calibri or Arial) throughout your resume

- Make your section headings distinct by using text treatments (like **bolding**, CAPS, and *Italics*)

- Text size should be no smaller than 11pts. Keep the same font for the entire resume

- Use bulleted items instead of paragraphs to show skills, achievement or job duties

- Whenever possible use achievement statements instead of only listing job duties; they make more of an impression

- Have 3 - 5 Bullets per job listed

- Left align as much as possible (including dates)

- List your Job Title 1st, Company Name 2nd

- There are 3 main resume types: Chronological, Functional and Hybrid/Combo. However, Chronological resumes are preferred by HR Managers

- Always include dates of employment (MM/YYYY) or (YYYY)

- More than one page is okay if you have more than 10-15 years of work experience

- Tailor your resume for each job application

- Include a Summary of Qualifications

- Use present tense on current jobs and past tense on past jobs

- When saving your resume name it something relevant – "LastnameFirstnamePositionTitle" or "LastnameFirstnameResume" or "LastnameFirstnameIndustry"

- Use proper punctuation, grammar and capitalization

- Save and send as a PDF whenever possible; this format is easier to upload and maintains its formatting

Locations:

Wichita Workforce Center
2021 N. Amidon, Suite 110
Wichita, KS 67203
316.771.6800

Butler Workforce Center
524 N. Main
El Dorado, KS 67042
316.321.2350

Cowley Workforce Center
221 W. Chestnut
Arkansas City, KS 67005
620.441.5313

Sumner Workforce Center
314 South Washington
Wellington, KS 67152
620.326.2659

Basic Resume Do's & Don'ts

Don'ts:

- Do not place your contact information in the header of your resume, because filtering software can be set to ignore headers and footers so there is a risk this information will be deleted

- No fancy bullets, lines, tables, graphics or borders. – They mess up how your resume is viewed in an application tracking system

- No periods on the end of bulleted items

- Do not include "Reference Upon Request"; references should be kept in a separate document and provided only when requested

- Do not include High School Education if you have any continuing education or college

- Do not include an Objective Statement unless you are applying to multiple jobs within a large company; use a "Career Summary" or "Professional Profile" statement instead

- Do not use terms like "Responsibilities Included" or "Duties Included" – They are considered old and outdated

- Do not include personal information (marital status, height, weight, etc.)

Resource Links:

- http://www.kansasworks.com

- http://www.wordle.net

- http://www.onetonline.org

- http://www.linkedin.com

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