



# 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 2<sup>nd</sup>
- 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 1100  
Wichita, KS 67203  
316.771.6800

### Butler Workforce Center

524 N. Main  
El Dorado, KS 67042  
316.321.2350

### Cowley Workforce Center

108 E. 12th Avenue  
Winfield, KS 67156  
620.221.7790

### Sumner Workforce Center

314 North Washington  
Wellington, KS 67152  
620.326.2659

