



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 College Workforce Center
Galle-Johnson Hall
125 S. 2nd
Arkansas City, KS 67005
620.441.5313

Sumner Workforce Center
314 South Washington
Wellington, KS 67152
620.326.2659

A small icon representing a resume, showing a document with the word 'RESUME' at the top and several lines of placeholder text below it.

- 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.)

- <http://www.kansasworks.com>
- <http://www.wordle.net>
- <http://www.onetonline.org>
- <http://www.linkedin.com>

