

## Resume Writing Guidelines

<http://www.students.vcu.edu/careers/>

### Resume Content

**Core Content Areas** – *The basic information to include in your resume.*

#### Name and Contact Information

- Start with your name at the top of the resume, and use a slightly larger font size, caps and/or bold.
- Under your name, include your address, phone number with area code, and e-mail address.
- Make sure your e-mail address is professional and remove the hyperlink by right-clicking on it.
- Do not include salary history or your sex, age, race, marital status or other similar personal information.
- Include your name and page number on the top of additional resume pages.

#### Objective

- Your objective should inform the employer of your immediate employment goal and may include relevant skills.
- Keep it brief and specific.
- Avoid generic, vague expressions like “a progressive organization with opportunities for growth and development.”
- If you are seeking several different kinds of positions, create an objective for each one. You may also consider changing your objective for each position you apply for, in which case it is very important to proofread each resume and keep records of which resume you submit to which employer.

#### Education

- If you are a current student or recent graduate, education should follow the objective.
- For each degree pursued or received, include the full name of the school, city and state, degree, and date (or anticipated date) of graduation. Do not include high school.
- List degrees in reverse chronological order, beginning with the most recent degree.
- Include GPA if it is at least a 3.0. You may also include the GPA within your major.

#### Experience

- You may include paid or unpaid experience, volunteer work, internships and co-op positions.
- Just as with education, list this information in reverse chronological order, beginning with the most recent position.
- For each position, include the company or organization name, city and state, your title, and dates (months and years). For each entry, be consistent in the order this information is listed, and the line that it is listed on. Avoid wrapping text to the next line.

**Example:**

Virginia Housing Development Authority, Richmond, VA                      June 2004–August 2004  
Accounting Intern

**Avoid:**

Virginia Housing Development Authority, Richmond, VA, Accounting Intern, June 2004–  
August 2004

(continued on next page)

VCU CAREER CENTER

Division of Student Affairs and Enrollment Services

907 Floyd Avenue • P.O. Box 842007 • Richmond, VA 23284-2007 • (804) 828-1645 FAX: (804) 828-2060

VCU is an EEO/AA institution

## Resume Content, continued...

### Experience, continued...

- Include a descriptive narrative of your experience, focusing on qualifications, skills, leadership abilities, and accomplishments. State all information positively and relate your skills and background to the job you are seeking. Give specific examples of your accomplishments. Quantify when possible to strengthen the impact of your message (e.g.: “supervised 12 employees,” “managed a \$2,000 budget”).
- Start each bullet point with a strong, descriptive action verb (see action verbs list).
- Avoid complete sentences and personal pronouns.
- Use past tense verbs for previous positions, and present tense verbs for current positions.
- Avoid phrases such as “duties included” or “I was responsible for...”

<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Trained new staff members</li> </ul>	<p><b>Avoid:</b></p> <ul style="list-style-type: none"> <li>• My duties included training new staff members</li> </ul>
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### Additional Content Areas

*You may choose to include some of the following information to supplement the core content areas. You may also use some of these headings in place of the core headings described above. Choose the headings that accurately describe your experience and qualifications, and that are geared toward your objective.*

Summary Profile Areas of Expertise Summary of Qualifications Achievements Accomplishments  Educational Highlights Educational Background Educational Preparation Academic Background Academic Training Education and Training Related Coursework Course Projects Certifications/Licensure Endorsements Study Abroad Scholarships and Financial Support	Professional Experience Teaching Experience Research Experience Relevant Experience Experience Summary Experience Highlights Career Highlights Professional Background Military Experience Military Service Work Experience Additional Experience Part-Time & Summer Work Career-Related Experiences Internship and Co-op Experiences	Honors/Awards Honors and Activities Honors & Organizations Special Honors College Distinctions  Publications Exhibits Research Interests Conferences Attended Poster Presentations Presentations  Skills Areas of Knowledge Capabilities Technical Skills Computer Skills Laboratory Skills Language Competencies	Volunteer Experience Volunteer Activities Civic Activities Community Service Extracurricular Activities College Activities Activities & Distinctions Organizations, Activities and Honors  Memberships Professional Memberships Professional Affiliations Professional Organizations University Involvement Leadership Experience Organizations and Activities Interests Travel Abroad Travel
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### What Not To Say:

“Accomplishments: Completed 11 years of high school” “Education: College, August 1880 – May 1984” “I am very detail-oreinted.” “I have a bachelorette degree in computers.” “I worked as a Corporate Lesion.”	“Objection: To utilize my skills in sales.” “Here are my qualifications for you to overlook.” “I vow to fulfill the goals of the company as long as I live.” “Experience: Dealing with customers’ conflicts that arouse.” “I am a rabid typist”  <p style="text-align: right;">-taken from Speedygrl.com</p>
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## Resume Format

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**Three Basic Resume Formats** – Chronological, functional, and combination. *The type of format you use depends on your particular background and the type of work you are seeking.*

### Chronological Resume Format

A chronological resume emphasizes your work and/or experiences and organizes your information around dates. Chronological resumes are easy to follow because they highlight career growth and the names of employers. You should use the chronological format when your work or activity experience is strong and relevant to your job objective, when previous job titles are impressive and job history shows growth, and when you want to emphasize your accomplishments. Disadvantages of this format—your skills may not be highlighted and gaps in your career path may be more visible. List jobs or experiences in reverse chronological order with your most recent position listed first. See the example on page 6.

### Functional Resume Format

A functional resume organizes information under functional headings that highlight your major areas of accomplishment or strength. Experiences and skills are organized to support your job objective and are not bound by employment dates. Titles and work history are de-emphasized. You may draw upon all sources of experience (employment, volunteer work, college activities, and coursework) to describe your skills.

Since the functional resume emphasizes capabilities and skills, it can be useful when you want to enter a different career field or illustrate your transferable skills. Although the functional resume takes more time and thought to prepare, it may be more effective than the chronological format if your work experiences have been limited or you wish to focus on special skills and abilities.

*\*Note: Employers usually do not prefer this format because it is hard to decipher where the candidate received his or her skills. Also, this format is more appropriate for someone who is returning to the workforce after some time.*

### Combination Resume Format

The combination resume includes aspects of both the chronological and functional formats. Work history and skills or accomplishments are emphasized equally. This format allows you to include a section about prior work experiences and a section on your functional and transferable skills.

### General Resume Format Guidelines:

- Be brief. A one-page resume is adequate. Use two pages only if you have had extensive relevant experience.
- Employers typically skim a resume for 7 seconds, which is why format is so critical.
- Be consistent with font style and size. No smaller than 10.
- Arial font takes up more space than Times New Roman.
- Margins should be at least .5 all the way around.
- Bullets are easy to skim, but take up more space. Paragraphs take up less space, but are harder to skim.
- If you use tabs, make sure they line up vertically down the page.
- Be consistent with periods – either have them at the end of each bullet point or don't use them at all.
- Avoid using dashes; use bullets instead.
- Use a laser printer whenever possible for printing. Otherwise, your ink may smudge more easily.
- Use CAPITAL LETTERS, bold print, or italics to highlight parts of your resume, but don't use them all at once.
- Use simple graphics such as lines to create a border. If your major is in the School of the Arts, you may want to use your resume to display your design skills or logo.
- Create a well-organized and visually appealing resume—appearance is just as important as content.
- Use your horizontal space. Don't let your resume get too vertical, which may cause it to run to two pages.
- Print your resume on resume paper (e.g.: white, off-white or ivory).
- Use matching paper for your cover letter, especially when using a paper color other than white.
- Indicate the type of employee you will be by how you have prepared your resume.

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## Resume Format, continued...

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### Scannable Resumes

- The “Electronic Revolution” has made it possible for employers to find job applicants faster and easier. Optical Character Recognition (OCR) systems look at images (resumes) to distinguish characters (letters and numbers) and then create a text file (ASCII). Artificial intelligence then “reads” the text and extracts the important information about the applicant. The purpose of a scannable resume is to match employers’ needs to applicants who fulfill those needs quickly and thoroughly. Scannable resumes allow employers to search a database of resumes by using keywords, buzzwords, or descriptors to find matches or “hits.” Ultimately, a computer-friendly resume is one that maximizes the computer’s ability to read the applicant’s resume and obtain hits. Finally, it is a good idea to have two versions of your resume—a scannable version and a traditional version—to take with you to an interview.

### Scannable Resume Content Guidelines

- Use common headings such as: Objective, Education, Employment, Work History, Positions Held, Skills, Accomplishments, Summary, Highlights, Summary/Highlights of Qualifications, Publications, Licenses, Certifications, and Honors.
- Incorporate important nouns. The scanner will search for descriptive words (keywords) such as: writer, BA, accounting, manager, Spanish (language fluency), Public Relations Society of America, Arlington, VA, etc.
- Use concrete words, for example, it is better to use “managed a team of software engineers” instead of “responsible for managing, training...”
- Use common keywords to define your skills, experience, education, professional affiliations, etc.
- Use industry-specific jargon and acronyms. Minimize abbreviations to common ones like BA or BS. When you use acronyms, also spell out their meanings.
- Include specifics such as names of software packages (word processing, spreadsheets, etc.).
- When faxing a resume to be scanned, set the fax to “fine mode” so that the recipient receives a better quality.

### Scannable Resume Format

- Use any standard resume format—chronological or combination.
- Format your name and address with your name on one line and the address on each line appearing below it.
- List multiple telephone numbers on separate lines.
- Use CAPITAL LETTERS for section headings.
- Do not use vertical or horizontal lines, shading, graphics, boxes, charts, or columns on your scannable resume.
- Use simple, non-decorative common fonts such as: Arial, Courier, Helvetica, Palatino, or Times New Roman.
- Use standard font sizes between 10 and 14 points. Avoid Times New Roman, 10 point.
- Do not use italics, underlining, shadows, or reverse (white letters on black background).
- Use white space, computers use it to recognize when one topic has ended and another has begun.
- Use one side of 8½ x 11” white paper.
- Use a laser printer or high-quality photocopier.
- Include your name on the top of each page if there are multiple pages of your scannable resume.
- Do not fold or staple.

### When do you send a scannable resume?

If you:

- are applying to a large company
- are applying for an IT position
- know your resume will be scanned by a computer
- are applying to a company on-line through their website
- are e-mailing your resume
- are in doubt send both

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## Resume Outline

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Margins can be as far out as .5 all around.

### Name

Current Address: 1234 Street, Apt. B, City, St Zip, ( ) Telephone #  
Permanent Address: 5678 Street, City, St Zip, ( ) Telephone #  
Email Address, Cell Phone (be smart about this, have a professional message & only answer it when you're ready to talk – not when you're running to class)

Avoid having too much white space, but give the eye some room to rest.

### OBJECTIVE:

Needs to be specific. You can have multiple copies of a resume where the only difference is your objective, but make sure you send the right one! Stress what skills and abilities you will bring to further the organization's mission (not what you will get out of it ... you'll definitely get something out of it, we just don't mention that).

### EDUCATION:

Virginia Commonwealth University, Richmond, VA

Bachelor of \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Graduation: \_\_\_\_\_ (Ex: May 2008 or December 2007)

Cumulative GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_ Minor GPA: \_\_\_\_\_ (only list GPA if it's above 3.0)

You can list another college you attended here, City, State

Major: \_\_\_\_\_ (Don't list high school. We know you're smart, you got into college.)

### RELEVANT COURSEWORK:

- List class titles, not #s
  - Bullets are easy on the eye
  - If you can't fit 3 across, try 2 across
- This is a great way to show what you've learned in class--esp. when you don't have work experience*

### RELEVANT EXPERIENCE:

**Organization, Title, City, State, MO/YR–MO/YR (or “present” if you're still doing this)**

- Provide action verb: Always start with one
- Demonstrate different action verb: Vary your verbs, no “provided, provided, provided”
- Insert action verb: All past tense or all present tense for each section

**Organization, Title, City, State, MO/YR–MO/YR (or “present” if you're still doing this)**

- Use bullets: Allows the employer to read your resume faster
- Apply periods consistently: Put them at the end of each sentence or don't use them at all
- Give specific examples: Budgeted \$1,000 for ...
- Quantify whenever possible: Supervised 12 employees ...

### ACTIVITIES & HONORS:

- List organizations in which you have PARTICIPATED. Do not list activities for the sake of listing.
- Mention leadership positions. Employers want well-rounded students.
- Got an award? List the year
- Dean's List: Spring 2002, Spring 2003-Fall 2004
- Leave off high school unless it is INCREDIBLY relevant

### COMPUTER SKILLS:

- Microsoft Word
- Excel
- PowerPoint

*Remember, resumes are all about 1) Timeliness & 2) Relevance. You can adjust the order of your headings based on that. Always have someone proofread your resume. Print on resume paper. IF you go onto page 2 (and it better be for good reason) always put at least “Name, Page 2” in the top left corner so if page 2 gets separated, they know to whom it belongs*

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## Chronological Resume Example

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### Renita Ram

1234 Main Street • Richmond, VA 23228 • 804-555-1234  
ramrr@vcu.edu • www.studentswebsite.com

- Objective** To obtain an internship in multimedia design/development to utilize and further develop my aesthetic sense and artistic skills.
- Education** **Bachelor of Science in Mass Communications**, expected May 2008  
Virginia Commonwealth University, Richmond, VA  
Major in Advertising Minor in Media Studies  
**GPA: 3.4**
- Relevant Coursework:** Multimedia for the Web, Interactive Media Authoring, Multimedia Writing, Web Communication, Multimedia Law, News Editing, Photojournalism, Scriptwriting, and Creative Nonfiction
- Experience** **Freelance Web Designer**, Siddall, Richmond, VA, 05/2001-Present
- Create engaging web presences for clients per their requests and requirements.
  - Provide consulting services to evaluate and meet client needs.
  - Forge and maintain client relationships.
- Web Designer**, Commonwealth Information Security Center, Richmond, VA, 05/2003-07/2004
- Designed and updated 3 corporate websites for nonprofit organization.
  - Fabricated/manipulated web pages, graphics, & JavaScript in an office environment.
  - Maintained organized documentation to ensure that application scripts and web pages were dynamic and readily updatable for future employees.
  - Provided advice regarding graphic design and layout issues.
  - Instructed people on use of Dreamweaver to edit HTML, as well as website organization.
- Pool Manager**, Atlantic Pool Service, Springfield, VA, 04/2000-05/2003
- Used communication and management skills to oversee 400-member swimming facility.
  - Maintained organized records.
  - Communicated with Board of Directors to ensure that the members' needs were met.
  - Utilized lifeguard training and CPR training to save two lives during the 2003 season.
- Computer Skills** **Software:** Macromedia Flash, Director, Dreamweaver, Fireworks; Adobe Photoshop, ImageReady, Illustrator, Premiere, After Effects, Audition; Corel Bryce 5; Microsoft Office Suite (Word, Excel, Access, PowerPoint); Apple Final Cut Pro, Quicktime Pro; Digidesign Pro Tools
- Operating Systems:** Mac OS 9, X; Windows 95-XP; Dos; Linux
- Languages:** HTML; SQL; CSS; ActionScript; JavaScript; Director Lingo; VBA
- Awards/Honors** **Broadcast Education Association (BEA)**  
Best of Festival 2004/King Foundation Award Winner, Fixed Media in the "To Instruct/Train" category; Won \$1000 top prize and attended BEA Festival in Las Vegas, NV  
**Dean's List** (Spring 2002, Fall 2002, Spring 2003, Fall 2003)

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## Combination Resume Example

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### RAUL A. RAM

*ramra@vcuedu*

*Permanent Address:*  
1223 McMannus Drive  
Lake, VA 25607  
(804) 555-4321

*Current Address:*  
123 Broad Street  
Richmond, VA 23228  
(804) 555-3336

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#### OBJECTIVE

Seeking a management trainee position with XYZ Advertising International.

#### EDUCATION

**Virginia Commonwealth University (VCU)**  
Bachelor of Science in Business, Major in Business Administration and Management  
**International Management track**, Minor: Spanish

Richmond, VA  
May 2004

#### RELATED COURSES

International Trade  
International Relations  
Business Spanish

International Accounting  
International Marketing  
International Business Law

International Finance  
International Management  
International Economics

#### LEADERSHIP EXPERIENCE

**International Fraternity of Delta Sigma Phi, VCU**  
*Committee Head of Interchapter Relations*

Richmond, VA  
September 2003–present

- Coordinate committee meetings and facilitate discussions
- Serve as liaison between local and regional chapters
- Coordinate social, fundraising, and consulting events
- Organized a social gathering of two chapters for 60 people

*Committee Head of Alumni Activities*

February 2002–September 2003

- Maintained and updated records for more than 500 chapter alumni
- Delegated responsibilities to a committee of 5 members
- Organized and assembled newsletter for printing
- Distributed newsletter to 500 alumni 3 times per semester

**International Business Club, VCU**  
*Newsletter Committee Head*

Richmond, VA  
September 2003–present

- Coordinate activities and assignments of committee members
- Write articles relating to topics and activities concerning international management majors
- Design and send quarterly newsletters to all international management majors

#### ADDITIONAL EXPERIENCE

**Greater University Fund**  
*Student Assistant*

Richmond, VA  
September 2003–present

- Handle all special customer service complaints and requests
- Make 30-40 phone calls per night to solicit donations

**Food Lion, Inc.**  
*Assistant Manager/Deli Clerk*

Fredericksburg, VA  
Summers 2000–2003

- Supervised six employees on various functions in deli/bakery department
- Maintained high productivity of staff of deli/bakery
- Delegated duties pertaining to maintenance and productivity
- Kept a daily roster of all duties and activities to be performed in deli/bakery
- Placed written customer orders for deli/bakery products

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## References Outline

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**\*Jamie T. Student**  
1234 Broad Street, Apt. A, Richmond, VA 23284  
(804) 555-5678, studentjt@vcu.edu

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### References

\*\* (Dr./Mr./Ms./Mrs.) Name  
Title  
Organization  
Address  
City, State Zip  
(Area Code) Telephone #  
E-mail address (if he/she has one)  
\*\*\*Relationship

\*Use the same header on your references as you do on your resume for continuity. Also, if your reference page gets separated from your resume, then the employer has your contact information. If you don't have room for all of that, at least put your "Name, References" in the top, left-hand corner so they know who the references belong to if separated.

\*\* (Dr./Mr./Ms./Mrs.) Name  
Title  
Organization  
Address  
City, State Zip  
(Area Code) Telephone #  
E-mail address (if he/she has one)  
\*\*\*Relationship

\*\*Always put some sort of descriptor here. There is nothing more embarrassing for a reference checker than insulting the person they are about to have a conversation with. Ex: "Hi, is Ms. Knight there?" "This is DOCTOR Knight." Do your homework and find out if they have their doctorate or whether they are married (for women). If you do not know if a woman is married, Ms. is appropriate and professional.

\*\* (Dr./Mr./Ms./Mrs.) Name  
Title  
Organization  
Address  
City, State Zip  
(Area Code) Telephone #  
E-mail address (if he/she has one)  
\*\*\*Relationship

\*\*\*Optional. This just gives the person checking your references a feel for who he or she is about to speak to when calling.  
Ex: Mr. Jones supervised me while I worked at #1 Sales Company.  
Ex: Dr. Smith taught me Chemistry 101 & Biology 302. He has known me for two years.

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### Important Reminders about References:

1. Most organizations want 3-5 references. You would use the same outline for each reference as shown above.
2. Print your reference page on resume paper too. You want your cover letter, resume, references and an application (if applicable) all to match.
3. ALWAYS ask someone to be a reference ahead of time. If someone calls that person out of the blue, he or she may be upset with you and give you a poor reference. He or she could also be upset because he or she was not more prepared to speak about your skills and abilities. So always ask first.
4. Avoid using "character" references. These are people like a sports coach from high school, someone from your place of worship, a parent, or a family friend. These are okay if the organization needs to check out your character (Ex: The FBI, the police, law enforcement positions, etc.), but for the most part, organizations want professional references – people who can speak about what you are like at work or in class. So think of supervisors, co-workers, professors you have a good relationship with, etc.
5. After you have an updated copy of your resume, offer to send an e-copy or drop off a hard copy to each of your references. By sending them a copy of your resume, you enable them to stay up-to-date with what you've been up to and it also helps them to better speak to your abilities.

## Resume Action Verbs

<p><b>Management/ Leadership Skills</b></p> <p>administered assigned attained chaired consolidated contracted coordinated decided delegated developed directed eliminated enhanced enforced established evaluated executed generated headed hired improved incorporated increased inspected instituted led managed motivated organized oversaw planned presided prioritized produced recommended reorganized reviewed scheduled strengthened supervised</p> <p><b>Communication Skills</b></p> <p>addressed advertised arranged collaborated communicated composed condensed</p>	<p>confronted consulted contacted convinced cooperated corresponded defined directed drafted drew up edited elicited explained expressed formulated influenced interpreted interviewed judged lectured marketed mediated moderated negotiated observed participated persuaded presented promoted publicized reconciled recruited referred reported resolved responded spoke suggested summarized synthesized talked translated wrote</p> <p><b>Research Skills</b></p> <p>analyzed clarified collected compared conducted determined disproved</p>	<p>evaluated examined extracted formulated gathered identified interpreted interviewed invented investigated located measured organized researched reviewed solved summarized surveyed systematized tested</p> <p><b>Technical Skills</b></p> <p>applied assembled built calculated conserved constructed designed determined developed installed maintained operated programmed resolved specialized upgraded</p> <p><b>Teaching Skills</b></p> <p>adapted advised arranged clarified communicated conducted coordinated critiqued developed enabled evaluated</p>	<p>explained facilitated guided individualized instructed motivated set goals stimulated taught trained transmitted tutored</p> <p><b>Creative Skills</b></p> <p>acted authored composed conceptualized created decorated designed directed displayed entertained fashioned formulated founded illustrated introduced invented made modeled originated performed photographed planned revised shaped</p> <p><b>Helping Skills</b></p> <p>advocated aided answered cared for clarified counseled diagnosed educated encouraged facilitated familiarized furthered helped</p>	<p>influenced insured mentored provided referred rehabilitated simplified supplied supported volunteered</p> <p><b>Organizational Skills</b></p> <p>approved arranged cataloged categorized charted classified coded collected compiled corresponded detailed distributed filed generated implemented inspected maintained monitored operated organized prepared processed provided recorded reviewed scheduled sorted submitted standardized systemized updated validated verified</p> <p><b>Financial Skills</b></p> <p>analyzed appraised audited balanced</p>	<p>budgeted calculated computed developed estimated forecasted managed marked planned projected reconciled reduced researched</p> <p><b>More Verbs</b></p> <p>accomplished achieved acknowledged adjusted affected anticipated approached asserted assessed assisted attended conceived conciliated contributed controlled delivered detected devised dispensed effected electrified endured enlisted exchanged expanded expedited experienced explored followed found governed handled improved informed initiated innovated integrated learned</p>	<p>listened logged manipulated maximized merchandised met minimized modified navigated negotiated obtained perceived perfected pioneered preserved printed promoted proofread proposed protected purchased quoted ran raised read realized received rectified redesigned reduced related remodeled rendered renewed repaired represented reserved resolved scanned screened selected served sketched sold sparked spearheaded staffed studied succeeded traveled treated unified utilized</p>
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## Resume Proofreading Checklist

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### Spelling

- Are all the words you are using familiar to you?
- All CAPITALIZED words are spelled correctly
- Read every word aloud to catch mistakes or left out words
- A friend proofread your resume for you
- All words that may be easily confused have been checked: accept (to receive), except (to exclude); all right (is 2 words), alright (is NOT a word); affect (to bring about change), effect (the result); personal (private), personnel (staff members); role (a character assigned or a function), roll (to revolve)

### Punctuation

- Use of punctuation is consistent—i.e. if you use periods at the end of your phrases, then use them at the end of all the phrases
- Exclamation points are not used
- Commas are used to separate information instead of periods
- There are no commas between month and year

### Grammar

- All verbs in each job skill section are in the same tense—i.e. current jobs should be in the present tense and past jobs in the past tense
- All proper nouns are capitalized
- Numbers between one and nine are written out, numerals are used for all numbers 10 and above
- Sentences starting with numbers should spell out that number
- Date formats are consistent—i.e. pick 11/98 or November 1998 and use it throughout the resume
- Capitalize seasons when associated with a date—i.e. Spring 2005

### Content

- Dates of prior employment are accurate
- Address, phone number and e-mail address are correct
- Number of returns or spaces between categories or items are consistent
- Is your resume all on one page?
- Your name is on all pages submitted (resume, reference page and cover letter)
- Salary history is omitted (this should be included in a cover letter if requested)
- Personal information such as sex, age, race, marital status is NOT included
- The word “I” is not on the resume at all
- Experience includes organization name, job title, city, state of company, and dates employed
- Education and Awards do not include high school

### Format

- There is plenty of white space—e.g. your resume is not overcrowded and margins are appropriate
- The font is the same throughout the resume
- Headings stand out from the text to make skills and qualifications easier to find
- Bold and italics have been used to make important items stand out
- At arm's length, the text and white space look balanced
- Your name is larger than the rest of the text on the page
- Only the front side of the paper is used

### Final Copy

- Resume quality paper was used for the final copy—ivory, gray or white, 100% cotton
- The watermark is right side up on the final copy
- Items are not stapled
- Large manila envelope or envelopes matching resume paper are used

### *Spell Chequer*

*Eye halve a spelling chequer  
It came with my pea sea  
It plainly marques for my revue  
Miss steaks eye kin knot sea.*

*Eye strike a key and type a word  
And weight four it two say  
Weather eye am wrong oar write  
It shows me strait a weigh.*

*As swoon as a mist ache is maid  
It nose bee fore two long  
And eye can put the error rite  
Its rare lea ever wrong.*

*Eye have run this poem threw it  
I am shore your pleased two no  
Its letter perfect awl the weigh  
My chequer tolled me sew.*

*Sauce Unknown*