

ILLUSTRATED RESUME DOS AND DON'TS

Small mistakes can have big consequences. Here are simple tips to avoid them.

SIMPLE TIPS

- 1 **Colors:** This color and stationery stands out, but not in a good way. Be appropriate and professional.
- 2 **White Space:** Give your resume room to breathe. Set the margins to at least .75" (this gives employers space to take notes).
- 3 **Contact Info:** Save the casual email address for personal use, and leave out your personal social networking profiles.
- 4 **Fonts and Formatting:** Save fancy fonts for party invitations! Fonts should make the resume easier to read, sticking with one or two. Use bold for emphasis; limit italics (they're harder to read).
- 5 **Objectives or goals** are outdated parts of resumes. This should be replaced with a summary of skills and how you add value to a new company.
- 6 **Accomplishments:** Hook your reader into wanting to read more. Lead with solid achievements and save details for later.
- 7 **Education:** Leave out non-related degrees, or simply list the degree and institution. Your GPA isn't necessary.
- 8 **Proofread:** Watch the typos! Be consistent with formatting. Pay attention to every detail.
- 9 **Relevancy:** Accomplishments should be relevant and include strong, active verbs.
- 10 **Order of Experience:** Reverse-chronological order is preferred. 10 years' experience is enough (unless a job prior to that is more relevant).
- 11 **Be Open:** Don't make the reader hunt for pertinent information. Explain your job gaps. List the

Susan "Fuzy" Johnson
12345 SW Generic Lane
Hillsboro, OR 97123
(503) 222.5050

superfootballfan@hotmail.com
twitter: @superfootballfan
www.facebook.com/superfootballfan

OBJECTIVE: To find a satisfying job in a fun company who will let me grow artistically and emotionally.

EDUCATION: BA in Medieval English Literature and Computer Science, PSU, 2006 (3.8 GPA)

Computer Skills: Java, C++, HTML, CSS, XML, PHP, (AJAX), MS Office, Adobe Illustrator, Outlook, Google, Facebook, Twitter

ACCOMPLISHMENTS

- Led girls high school soccer team to a spot in the regional playoffs
- I always was on time for work even while going to school.
- Rise to department manager after short time in department
- Impressed my boss enough to take on the web after the last webmanager left.

EXPERIENCE

1999: Most sales of all scouts on the West Coast
1996 to present: Webmaster of Harry Potter fansite, "Who knows Harry?"
Designed and maintained pages (won several Webby awards for best site).

2000 – 2003: Sales, 711: Cashier, stocker, managed evening crew by the time I left; optimized efficiency of workers and added to the "team-feel".
2003-2006: Sales/Manager, Nordstrom:
For Lingerie department, had the most sales despite being part-time

- Promoted to manager of accessories, very unusual for part-timer (still in school)
- Increased sales by 5% a quarter!

2007 to present: Web Manager/Admin, ABC Media, Inc:
1. Admin assist. for 6 months, then promoted to web intern.
2. Became web manager after the old one retired.
3. Increased site traffic by 150%; increased site sales by 15% annually.

INTERESTS: D&D, LOTR (I speak Elvish), Tweeting (this was my idea originally), long walks on beaches, Harry Potter (including fan fiction), ju jitsu master, world peace, rescue dogs (akitas and shiba inus)

REFERENCES AVAILABLE UPON REQUEST

Twitter! Blubber! Oddment! Tweaks!
Albus Dumbledore

Page 1 of 3

accomplishments that make you shine and that highlight your fit for the job.

- 12 **Avoid the Unnecessary:** Don't waste space and delete anything obvious.

- 13 **Don't lie** or exaggerate your accomplishments.

- 14 **Length:** Try to limit your resume to 2 pages at most.

- 15 **Stay Professional:** Save your personal interests and folksy quotes for the interview—or better yet, for your friends.

Get a professional, experienced critique on your resume. Contact us at: bit.ly/ContactDorigan

KEEP THESE IN MIND TOO ...

- Avoid industry-specific jargon. If you're applying for a job in that industry, you can bring that out in the interview.
- Use facts and figures to highlight your value. It catches the reader's eye, and makes them want to talk to you more.
- Don't leave the most important information to last. Put it up "above the fold" if you can.
- Customize your resume for every job application. It takes time, but it shows your dedication and genuine interest in the position, and raises your chances for landing that interview.