

Do's and Don'ts for Résumé Development

Today's employers want to quickly assess your candidacy, so your résumé should feature just a few solid elements. If you can effectively craft these and avoid common pitfalls, you could be on your way to scoring that coveted call for an interview.

Here are a few do's and don'ts of résumé writing for recent college graduates:



DO keep your résumé to one page.

DON'T include your physical address. Your phone number and email will suffice. Also, add your LinkedIn profile. If you don't have one, create one and start making connections.

DO list a professional contact email. Ditch the cute address (e.g., *ilovedatasets@gmail.com*). Your email address should include your name followed by your email service.

DO specify your education and include your GPA. This highlights your achievement and competency.

DO be prepared to tailor your résumé for the various positions you apply for. Keywords are *key*. Many employers have a tagging system, which identifies keywords and phrases and pushes the most relevant résumés to the top of the pile.

DON'T include a personal summary or work objective. It takes up space, and your work, skills, and college accomplishments will speak for you. Also, your objective will be expressed in your cover letter.

DON'T include work or accomplishments from high school.

DO focus on the positions held and accomplishments reached over the last few years of college. Detail this section with skills developed, and be sure to use verbs to make your résumé stand out. Did you:

- **Have internships or gain research experience?** Both provide evidence of your professional knowledge and skills. Include any publications and presentations.
- **Win academic awards?** These recognize and provide evidence of your technical skills.
- **Hold a job during college?** Managing a job and schoolwork shows you have organizational skills and can prioritize effectively.
- **Play on a college sports team?** Balancing school and the demands of a collegiate sport requires high-level discipline.
- **Serve in a leadership position?** Employers look for people with leadership qualities who can hit the ground running.
- **Participate in clubs relevant to your major?** This type of extracurricular exemplifies your drive to expand upon your knowledge base and shows you can work collaboratively.
- **Serve as a volunteer, proctor, resident adviser, or teacher's assistant?** All speak to your integrity and work ethic.

DON'T concoct false information. This is obvious and can only lead to trouble.

DO include a segment on relevant course work. These courses can be changed depending on the position's requirements.

DO add both hard and soft skills. Hard skills involve specific knowledge and abilities, while soft skills focus on interpersonal communication, presentation, collaboration, and problem-solving, for example.

DON'T submit a résumé with spelling and grammatical errors. Proof, proof, and proof again.

DON'T include "References Available Upon Request." These won't be "requested" until after the interview process and you are among the top candidates.

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Finally, the internet can provide any number of résumé templates. Remember, solid, simple, and straightforward résumé writing is the name of the game. You've got this!

