



Writing Your Resume

- Brief, no more than two pages.
- Tell the truth: Don't stretch experiences. Remember anything can be checked later.
- Use a chronological, not accomplishment format.
- Use months and years to show dates for all entries.
- Don't hide anything. Include dates, degrees, and certifications
- Proofread at least twice, then proof a few hours later with fresh eyes.
- Use reasonable fonts and margins. Remember it has to be photocopied and read by humans.