

CARLTON STAFFING

Resume Do’s & Don’ts

**DO this right away!**

Remove your old Objective now!  Objectives tell an employer what you want, while Professional Summaries tell an employer what you bring to the table.  Your Professional Summary should be a 2-4 sentence overview of your most noteworthy qualifications and should communicate what you bring to the role.

Your resume should have these sections:  Professional Summary, Skills/Qualifications, Education, and Work Experience.

Use reverse chronological format so your most recent experience is at the top.

Employers need to be able to quickly and easily read your resume.  Keep your font simple, use bullet points, and have lots of white space.

Continuously update your resume with new skills you learn, and vice versa. As time goes on and you advance in your career, things like your GPA and college internships become less and less relevant.

Have a friend or colleague proofread your resume when you’re finished.  Some grammatical mistakes won’t be caught by Grammar or Spell Check, and whether you agree with it or not, many employers will trash a resume the second they see a mistake.

**Stop doing this right away!**

Don’t put Microsoft Office in your skills section.  That is a broad range of different software that encompasses many types.  Be more specific about exactly what software you’re an expert in—as long as it’s relevant to the job you want.

Don’t generalize when you list your skill sets or areas of expertise.  Employers are using Artificial Intelligence to search resumes, so be aware of what keywords they might be looking for when searching for your area of expertise—and use them.

Don’t use vague descriptions! Using numbers to describe your success in each position has more impact than using adjectives.  Whenever possible show what you made the company, what you saved the company, and what you achieved in the role.

Don’t be too lengthy! Keep your resume under 2 pages long.  You can trim it down by removing experience from 10+ years ago, or by removing some detail of what you did in each position.  Ideally you’d have 4-8 bullet points of your responsibilities in each role. More detail should be saved for the interview.

Don’t include personal information on your resume (date of birth, marital status, a photo of yourself, etc.)  Employers are mindful of discriminatory practices and do not want to be in a position of potential liability.