

WHAT HAVE YOU DONE FOR ME LATELY?

Do not list high school information, even if you graduated from a school that has cachet or a powerful alumni network. There are other ways to optimize these relationships. There are a few exceptions, but typically only if you accomplished something extraordinary in high school, such as “winner of National Debate Tournament” or you received experience in your select field. Discuss these honestly with your career counselor, because very few students truly qualify for this exception.

The other exception is freshmen building their first résumé; however, the freshman year should be spent building experiences that start to fill a professional résumé. Once a student has begun the sophomore year, no high school is used.

IT’S NOT PERSONAL

Do not list anything that could put the employer in any sort of Equal Employment Opportunity trouble. This includes age, marital status, sexual orientation, family information, health, ethnicity, and religious affiliation. Never list your social security number, bank information, or other private information. Social security numbers typically are not put on résumés; however, some government résumés require them. See your career counselor for more information.

ONE PAGE, TWO PAGE, THREE PAGE, MORE?

Most students’ résumés will be one page; however, if you make a compelling case to read more than one page and you’ve used your white space well, the reader will read more than one. The truth, however, is that rarely does a student need a résumé that will exceed one page. Also, rarely does a seasoned professional need more than two pages.

THE REAL ESTATE BUBBLE

Use your white space well; the résumé should be attractive and easy to scan. Be very mindful not to extend your margins too far or use too small a font (recommend a 10 to 12-point font for the body of the résumé). Also avoid style elements that make the page lopsided or the résumé look like one big column down the middle.

GILDING THE LILY? LIPSTICK ON THE PIG?

Do not hide weak content with too much design. Also some formatting may be lost in scanning software, fax machines, and with older versions of Word. Color is not appropriate on your résumé, unless you are applying to graphic design or other highly creative firms.

WHILE IN ROME

Résumé guidelines and protocols vary by country. Learn résumé rules for different cultures. Your career counselor can help you.