

Resume Writing Do's and Dont's

LOS ANGELES CITY COLLEGE

Resume Writing Do's and Don't's

■ **DO THIS ON YOUR RESUME**

- Do keep your resume brief enough to fit on one page (or 2 if the experience is extensive)
- Do accompany your resume with a cover letter whenever possible
- Do include high school experiences if you are a first year or second year student
- Do design your descriptions to focus on your accomplishments, using action verbs to clearly indicate the skills you've used
- Do try quantifying results in your descriptions, such as "Created marketing campaign that increased club membership by 25%"
- Do have others look over your resume for content and grammar-attend an appointment with a Career Counselor

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■ **DON'T DO THIS ON YOUR RESUME**

- Don't make your margins and font size too small (.5 margins, 10-12 font is good)
- Don't include personal pronouns (e.g. I. me. we)
- Don't include personal information, physical characteristics, or photographs on your resume
- Don't include high school experiences if you are a junior/senior/graduate student unless they have some relevance to your job objective
- Don't leave any grammatical or typographical errors