



You will often times find DO and DON'T list's when talking about resumes. Our advice is to pay attention to these lists as you will not want to have the following items on a resume intended for an internship or a job.

1. CREATIVE EMAIL ADDRESS:

This is at the top of your resume and most likely on your cover letter.

AVOID: Colorful and creative email addresses.

The following are just some samples of what we are talking about:

IDRINKALOT@youreemail.com

HOTMAMA@youreemail.com

HOTBABE@youreemail.com

DIVA@youreemail.com

DIAMONDDIVA@youreemail.com

DRINKTOMUCH@youreemail.com

Your cover letter and resume was sent to a professional company for an internship or a job. Show them that you are serious about the opportunity. Our advice is to create a general email address for your resume.

2. OVER FRIENDLY VOICEMAILS

“Hi, this is Jane, Mike, Alice and Matt and were jumping on the bed. Please leave a message”

If you provide a contact number on your resume, be sure that the voicemail message is a standard message in a normal tone of voice. Again, if you are going to speak on the telephone for a particular company, they will be interested in how you present yourself on your own machine.

3. CREATIVE FONTS, CHARACTERS and BORDERS:

In an effort to stand out, sometime candidates will use creativity to do it. Let your education, experience and general information speak for you. Do not use any graphics, large fonts, colors, or characters on your resume. It will be distracting and look unprofessional. If you use bullets on your resume, use standard blocks or diamond shapes. Do not use creative characters as your bullets.

Our suggestions to highlight your resume:

- Strategically apply bold font on your resume. For example: Bold your name, name of your schools, or any title on the resume. Do not overuse it.
- Place your name, address and contact info at the top center of your resume
- Place a bar underneath your name and contact information separating it from the detail.
- Place your name at the top and place a bar underneath it. Type in your address under the bar.

4. MYSTERY MULTIPLE ADDRESSES:

If you place a campus address and home address, tell the employer where you can be reached. Do not expect the employer to call several numbers trying to track you down.

5. EXTENSIVE EMPLOYMENT HISTORY

Do not list every job you ever had on a resume. You should focus on the top three or four places where you worked with the most recent at the top of the list. You are welcome to specify jobs and specific projects if they relate to the intended internship or job. But there is no need to place every place you ever worked.