

RESUME RULE EXCEPTIONS

Standard guidelines for an entry-level resume can be altered based on the situation. Use your good judgment.

Limit Resumes to 1 page

In writing to your audience, remember they don't have much time to review your resume, and only want to know the details relevant to them. For most resume writers, this means cutting your resume down to one page. However, if you have many years of relevant experience, you may explore making a full two page resume.

Limit use of Objective Statement

An age old questions: Should I include an objective statement? When deciding your answer, keep in mind:

- Are you already saying something similar in your cover letter?
- Would it exclude you from other openings?

If you do choose to have an objective statement, make it very specific to the employer's needs—do not waste the employer's time reading meaningless statements.

List University Degrees with Most Recent First

Format your resume in a way that highlights your most impressive traits to the potential employer. Emphasize your most impressive or relevant educational experience.

Include a "Related Course Work" Category

Depending on how much space you have available on your resume, how much work experience you have, how relevant the classes are, and how much they make you stand apart from other applicants, you may

or may not want to include related course work. List your courses by relevancy to the position you are applying to.

Don't List High School Graduation or Activities

Most of the time you are encouraged to leave off high graduation and activities, but at certain times it is acceptable to include them, depending on whether or not the employer wants to know about them. You may want to include high school when you are:

- Applying to work for that same school or district
- Showing the employer that you are from that area
- Listing impressive accomplishments
- Meeting minimum requirements

List Experience in Reverse Chronological Order

Most undergraduate resumes will be listed in reverse chronological order—this type of resumes shows growth and is most preferred by employers. A skills format highlights your skills, but often raises a red flag for the employer that you are trying to hide gaps in your employment. If you are using reverse chronological order but you are finding you're most impressive and relevant credentials are falling towards the bottom, consider visiting with the DSU Career Center on the 5th floor in the Holland Building.

Complete Thoughts vs. Complete Sentences

Not all resume types ask for bulleted statements. When applying for a federal job, they often want paragraphs describing your experience. When you have a specific career focus, do some research on what would make that resume different than a typical resume. If you are writing a resume with paragraphs of information, you will use typical sentence

punctuation. If you are using quick bulleted statements, no period is needed at the end of the statement.

Experience On-campus, Community, Church, or other Organizations

Experience is experience! But if you have too much experience because you are including volunteer, work, and education experience, you will need to determine which ones are really the most important. Keep your resume to one page as much as possible, and only use your most relevant and impressive experience.

70%-30% White Space Ration

Sometimes, when you don't want to cut any of your experience out because it is all relevant, you will start filling the white space in by using decreased margins, font, spaces and other creative maneuvers. Remember if it isn't easy to scan, you may lose your 10-30 second chance to interest the employer.

Don't Use Pictures of Graphics

Depending on what type of position you are applying for, the requirements of the employer, and who will be receiving your resume, you may need to be more or less conservative in formatting. Creative career paths are encouraged to have more creative resumes. Use your resume to show your work in action.

Use your best judgment when creating a resume. Decide to follow or diverge from basic resume principles in order to convey your qualifications in the most clean and precise manner.