

Curriculum Vitae/ Resume



GUIDELINES FOR A BETTER PRESENTATION

Resume



- Visual: Simple clean structure.

Very easy to read.

Symmetrical.

Balanced.

Uncrowded.

As much white space between sections of writing as possible; sections of writing that are no longer than six lines, and shorter if possible.

Resume



Design decision: Be sure that there is **uniformity** and **consistency** in the use of italics, capital letters, boldface, and underlining.

Absolute parallelism in design decisions.

(For example, if a period is at the end of one job's dates, a period should be at the end of all jobs' dates; if one degree is in boldface, all degrees should be in boldface.)

Resume



No errors of any kind: No typographical errors.

No spelling errors.

No grammar, syntax, or
punctuation errors.

Resume



Key Information

- At the top of the first page: your name
address
phone number
your email address
- a listing of jobs held, in reverse chronological order
- educational degrees received, in reverse chronological order
- additional targeted information

Resume



It must be targeted: A resume should be targeted to your goal, to the ideal next step in your career. First you should get clear what your job goal is, what the ideal position or positions would be. Then you should figure out what key skills, areas of expertise or experience the employer will be looking for in the candidate.

Resume



Writing: **concise** and **to the point**.

Keep sentences as short and direct as possible.

Eliminate any extraneous information and any repetitions.

Remain consistent in writing decisions such as use of abbreviations and capitalizations.

Shorter is usually better.

Watch your verb tense