

Resume Writing Rules

Writing a resume for the first time intimidates almost everyone. It is a challenge to create an effective resume that will help open doors to new career opportunities. Present an unimpressive resume and doors will virtually be slammed.

Dos

- Use high quality white paper
- Keep your resume to two to three pages
- Spend time to decide on a suitable resume format
- Use bullet points
- Use action words and buzzwords
- Be honest, specific and positive
- Focus on details relevant to your career goal
- Highlight your strengths and key achievements
- Include your contact details
- Proofread your resume a few times
- Ensure a structured and neat layout
- Update your resume regularly

Don'ts

- Be over confident and sell yourself short
- Be vague
- Use unusual fonts, pictures or graphics
- Use flowery language
- Use abbreviations or short forms
- Use exact dates. Months and years are sufficient
- Give inappropriate or unnecessary information
- Give misrepresentation of your education or work experience
- Include date of resume
- Clutter your resume with your hobbies, sports and social activities
- Plagiarise anyone's work
- Send in a hand-written resume