

## Do's and Don'ts for Resumes

### Do's

**Contact Information** – Your full name, phone number, email, and LinkedIn should always be at the top of your resume.

**Educational Background** – As a young professional, details of your educational background after high school should come next, including your degree, GPA, and any honors or merit-based awards received.

**Professional Experience** – Professional experience can encompass a whole host of things, including part-time jobs, internships, volunteering, research, and/or projects.

**Certifications** – Any official certification you have received that is relevant to your field.

**Skills** – Include any technical skills you have gained that are relevant to your field.

### Don'ts

**Personal Information** – You should never include any information pertaining to your personal demographics in your resume. Employers must adhere to legal and ethical standards of non-discrimination in their hiring practices and thus do not need this information.

**Headshots or Photographs** – Similarly to personal information, including photographs in your resume is both unprofessional and may jeopardize your chance to be considered in the hiring process as employers cannot make hiring decisions based on personal attributes.

**Unprofessional Email Address** – All contact information provided on your resume should be professional, accurate, and up to date.

**Colorful or Flashy Formatting** – Your resume should be formatted in a simple and easily digestible manner to maintain professionalism, not using colorful graphics or background images.

**Submit Anything Other Than PDF** – Your resume and likely any professional document should always be submitted as a pdf document to avoid any formatting or communication errors due to varying technology.