

THE BEGINNING: PURPOSE, BASIC RULE, AND APPEARANCE

Not sure where to begin? Try starting with the easy stuff and work from there.

You can do it! Just plan for it to take several hours and make sure you and others review it carefully. Below are advice and tips that you can use now and in the future as your career progresses. Now let's start!

Note: Our Summary Guide assumes the User is using Microsoft Word® 2000 version or later.

A. Your Resume's Purpose

Resumes are most effective when they are focused on one specific position or type of position. But we also know many students, recent graduates, and young professionals are not sure about his or her career direction or are drafting a resume for a scholarship, graduate school application, or another non-job/internship position. Therefore, we have crafted this guide and our sample template and resume with this in mind.

You need to decide the resume's purpose, which can affect your resume's appearance and content.

B. Basic Rule!

Avoid typos and grammatical errors. This is crucial because reviewers judge candidates on their grammar and spelling. Bad grammar and sloppy spelling are the equivalent of stains on an expensive suit. They create a bad appearance but can be easily cleaned.

Here are some tips:

1. Use your spell check, but be careful to not rely on it only.

ex: If you spelled "effect" and you meant "affect," spell check will not catch this mistake. But the reviewer will.

2. Proofread your resume after taking an extended break once you finish drafting your resume.
3. Have somebody else proofread your resume. Fresh eyes can see what you cannot see.