When writing or editing your website, here are some guidelines to remind you what to look for. These are the most common mistakes that people tend to make.

Key Resume Guidelines

1. Length
   1. No longer than ONE page.
2. Heading and contact information
   1. Increase the font size of your name so that it sticks out.
   2. Keep contact information together, preferably centered and beneath your name.
   3. Include address, phone number(s), and email address.
   4. Email address should be professional, preferably including your name (or some portion of your name). i.e. Jessica.chin@sjsu.edu
3. Bolding
   1. Bold your full name.
   2. Bold each heading (i.e. objective, education, etc.).
   3. Bold or italicize positions held (under experience, for example).
   4. So…bold name, headings, degree, and work/volunteer/activity positions ONLY.
4. OBJECTIVE
   1. ONE line only!
   2. Must start with a verb (preferably “seeking”).
   3. Specify what type of position you are applying for (i.e. part-time, internship, varsity, Division III, assistant coach, etc.)
   4. Do NOT mention any skills or character traits.
   5. Do not use a bullet.
   6. State only the position you are seeking.
   7. Be as specific as possible (“seeking a job” or “seeking a career” is NOT sufficient).
5. EDUCATION
   1. This should come immediately following the objective.
   2. Bold your degree, but nothing else.
   3. Put the expected graduation date, but do NOT include the starting date. You do not need to put “expected” or “anticipated” because that is assumed since the date is in the future.
   4. Include the city and state (San Jose, CA). Note: CA is two capital letters, NOT Ca.
   5. Do NOT include high school education.
   6. DO include other college degrees.
   7. Only include a start date if you did not receive a degree from the institution.
6. Relevant Courses
   1. Place directly after “education”.
   2. List course names, but do NOT put course numbers.
   3. List 3-5 courses (no more than 5).
7. Bullets
   1. All bullets should be round. Do not use any other shape (box, dash, etc).
   2. All bullets should be vertically aligned.
   3. Do not indent too far over (one tab should suffice).
   4. If there is only one line in the section, you do NOT need a bullet. The bullets are only for lists.
8. Font
   1. Must use same font throughout the document—same size, same style (exception: may change slightly for the heading).
9. Dates
   1. Include dates for ALL education, employment, activities, and awards.
   2. If you are still involved in an activity or job, include the starting date followed by a hyphen and the word “present”. Do not leave a blank after the hyphen (i.e. “2007-present”, NOT “2007-”).
10. For all employment, experience, and volunteer work
    1. \*\*Include bulleted lists of responsibilities and duties that quantify and specifically state what you did or are doing (i.e. “customer service” or “helped physical therapist” is NOT enough. What type of customer service? What did you help the physical therapist with? What particular exercises? How many customers/patients per day? Which techniques did you use?)
    2. \*\*Start each bullet with an action verb (i.e. counted, directed, trained, performed).
       1. \*\* All verb tenses should be consistent. If you are referring to the past, make sure verbs are in the past. If you are referring to the present (i.e. a job that you are currently still doing), verbs should be in the present.
    3. Don’t repeat activities. If you stated something in one category, do not state it again in another (i.e. don’t put a volunteer position in both experience and activities)
    4. Separate “awards” and “activities” and “skills” if it doesn’t seem logical to lump them all together
    5. Do NOT need to indicate “for pay” or “not for pay”. If you’d like to highlight a position as volunteer, simply add “volunteer” to the position.
11. Formatting
    1. Double space between each section (do NOT triple space).
    2. Use proper abbreviations and spell out organization names. As an example, you could write: “Member, California Alliance for Health, Physical Education, Recreation and Dance (CAHPERD), 2009”
    3. Keep all indents and tabs consistent so that the different parts of each section line up vertically.
12. Skills
    1. Place toward the bottom of the resume, usually last.
    2. Do not need to include this section, really; but if you have skills you’d like to highlight that you feel are relevant, you may list them.
13. If you list presentations or papers, include the title, date, and venue, including city and state, if appropriate.
14. References
    1. Do not include in any form.