

Can your résumé pass the 30 second scan?

- Keep it short and simple (KISS)
- Do not write in paragraphs or sentences
- Use simple language
- Stress achievements
- Don't mention salary
- Don't exaggerate
- Use a one-inch margin on all four sides
- Choose an easy-to-read font
- Use bold caps for headings
- Proofread for spelling and grammar
- Make quality copies
- Use one page
- Use action verb phrases
- Be specific; give examples
- Be positive
- Don't list references
- Use standard 8.5 by 11" paper
- Double space between sections
- Use bullets for emphasis
- Show your résumé to a professional
- Format résumé correctly so it can be sent as an attachment