



Urban Internship Program



DOs and DON'Ts of Writing a Resume

Do:

- Keep your resume relevant and concise
- Focus on your relevant achievements, recognitions, and results gained
- Use action verbs like “created”, “improved”, and “solved” to describe your experience
- Get feedback from others
- Have someone whose writing skills you trust. Proofread your resume for errors
- Remember to describe your unpaid and paid experiences, including volunteer activities
- Restrain from cramming too much unnecessary information into your resume
- Tailor your resume to each position
- Take out experiences you would not want to repeat in a future job
- Use readable and common fonts

Don't:

- Use common phrases such as “Responsibilities Included” or “Made Photocopies”
- Use fonts that are too fancy and hard to read
- Use bright or harsh colors for the text or paper
- Overdo it with the bullets, bolding, or underlining – only emphasize your headings.
- Use long sentences or paragraphs
- Submit the same resume to every employer, regardless of the position. Customize your resume for each job application
- Forget to spell check!