

JobTIPS



Key Points - Resume Presentation

1. Use a professional-looking font (i.e. Times New Roman).
2. Print on white paper, using black ink.
3. No wrinkles, stains, or tears.
4. Proofread your resume and ask someone else to proofread it too.
5. Do not use first person language ("I", "me", "we", "us").
6. Keep your resume to 1 page.
7. The information on your resume should be current and accurate.