16 resume DOs and DON'Ts. Make the first impression *count*.

Check off every box before you send your resume for your next role.

Do.

10 POINTS

- ☐ *01* **Keep the format simple and consistent.** One font, minimal bold or italics, no boxes. Readable in seconds.
- ☐ *02* **Be mindful of length.** One page per 10 years of experience. Recent graduates, one page.
- ☐ *03* **Use spellcheck.** Watch the months of the year, and "liaise."
- ☐ *04* **Use industry and role keywords.** Recruiters and hiring managers scan for them first.
- ☐ *05* **Keep all text within the margins.**
- ☐ *06* **Tailor it to the job.** Mirror the key responsibilities in the job description. Never exaggerate.
- ☐ *07* **Describe your firm.** If it isn't a recognizable name, add strategy, headcount, and AUM.
- ☐ *08* **Include activities and memberships.** Sports, community service, professional groups. Skip unusual hobbies.
- ☐ *09* **Quantify.** Team size, percentage gains, money saved.
- ☐ *10* **Get a second read.** A trusted friend or professional will catch what you miss.

Don't.

6 POINTS · CHECK ONCE AVOIDED

- ☐ *11* **Include a summary.** The resume is the summary. Use the space for your work.
- ☐ *12* **Write "References available upon request."** It is outdated, and assumed.
- ☐ *13* **Include personal information.** No marital status, date of birth, or height.
- ☐ *14* **List every college activity.** Two years out, keep only the memorable honors.
- ☐ *15* **Use personal pronouns.** No "I," "we," or "my." Save them for the cover letter.
- ☐ *16* **Overuse abbreviations.** Spell out every term the first time.