

MYTHS ABOUT RESUMES

1. Few jobs require resumes.
2. If I interview well, I do not need a resume.
1. Resumes are only for college graduates.
2. I do not need a resume if I am going to college.
3. A resume is written once and used forever after.
4. A resume's content, not appearance, is what is most important.
5. If I have never had a paid job, I have no experience.
6. Volunteer work is not important.
7. I should be modest, not egotistical.
8. I should tell my weak points as well as my strong points.
9. I should not use people I know to get a job or for the process of college admission.
10. A resume lists the things I have done in the past.
11. Skills are the things one has studied and learned to do.
12. I may list any activities in which I have been involved since I entered school.



FACTS ABOUT RESUMES

1. A resume **must** be well-written, which means **no** spelling or grammatical errors.
2. A resume should be clear and concise; be detailed and specific about your accomplishments.
3. Use **action verbs** that specifically describe your duties and/or accomplishments.
4. The proper and preferred length is one page; however, you may include a second page if absolutely necessary. Never use the back of your paper.
5. The academic resume should be professional and attractive in appearance. Use **one** font and make sure the page is not overloaded with text.
6. The content of a resume should reflect you, but you must use the style and format indicated by your teacher for this assignment.