

THE RESUME

Things to Do...

Minimize Jargon

Resumes should be written in language that is as plain and simple to read as possible. Don't use a lot of jargon that may or may not be understood by your prospective employer. Avoid overusing buzzwords or slang.

Correct Spelling & Grammar

"I am a good network administrator." There's little tolerance for spelling or grammatical mistakes in a resume, and more so if you're a writer. The expectation is that when looking for a job, you'll take the time to screen your resume for errors. Don't rely on the wordprocessor's spelling and grammar checker! Let others review and suggest edits. Generally, employers tend to assume that if you're careless enough to let spelling and grammar mistakes slip into your resume, you may be careless in other aspects of your work too.

Superlatives in Moderation

Don't overuse the superlatives in an attempt to make yourself sound more important than you actually are. Highlight your accomplishments, citing them, but don't bloat them. If you want to call yourself an "exceptional programmer," cite concrete examples to justify the claim.

Keep it on Point

Puns and cute little phrases have no place in your resume, so don't even go there. It's not your job to entertain here. The objective is to prove you're a viable candidate for the position and company.