

1. Your resume should be brief, 1-2 pages long. Details are key, but try to keep them at a minimum.
2. Briefly state your career objective or career summary, such as your career highlights/accomplishments.
3. For your work experience, include the following in your resume:
  - your job title(s)
  - employer(s) / company names
  - location of your employer(s) – (Charleston, SC)
  - dates of employment (January 2001 – March 2003)
  - brief listing of your current/past job duties.
4. List your degree(s) or certifications received. This includes the following:
  - degree / certification received
  - date received (i.e., May 2005)
  - name of school and location
  - current cumulative GPA (optional)
  - honors received (i.e., Dean's List, Honors graduate)
5. List your professional and technical skills. You should keep the professional and technical skills separate. Include the following:
  - Professional skills (multitasking, interpersonal, sales)
  - Technical skills (Microsoft Word XP, Adobe Photoshop, Linux)
6. Listing references is optional. These are professional references who can evaluate your work performance (i.e., former supervisors).

### ***Resume Mistakes***

- Being dishonest on your resume. Employers must verify information; therefore, stating the truth is your best bet.
- Misspelled words and grammatical errors. Be sure to proofread your resume then have another person review it.
- Having a disorganized resume. Employers look for organization, especially since your resume reflects you. Organize your employment history in an orderly fashion so that employers can view it easily.
- Not making your resume visually appealing. Graphics are not necessary on your resume, however, use bullets, sub-headers, and have at least some white space in between.