**Example/Non-Examples Discussion Guide**

Below are some responses you might hear for each of the categories and some ideas you can guide students toward.

1. **Formatting your resume**

* Uniform font style and size throughout; don’t use more than two fonts
* Font choices should be professional; avoid Comic Sans for example
* Script fonts can be difficult to read
* Use bullets rather than long paragraphs of text
* Use left alignment, not centered or right
* Clear and organized layout with clear headings/sections
* No need for graphics and lots of color

1. **Showing your work experience on a resume**

* Order your experience by the most recent; don’t leave out the dates of employment
* Order your experience by relevance to the job
* Don’t list work experiences without details about your responsibilities
* Don’t be too vague in listing your responsibilities for each experience
* Leave out too much information on your age, marital status, and hobbies (some hobbies are okay especially if they are related to the work of the job)

1. **Conveying your strengths on a resume**

* Include numbers and describe your accomplishments with numbers/percentages to demonstrate the impact
* Use action verbs
* Include qualifications
* Include awards/achievement
* Don’t get overly descriptive or use long paragraphs of description, especially if they aren’t directly related to the job you are applying for
* Don’t use general statements like hardworking without providing evidence/examples

1. **Tailoring your resume to a particular job**

* Tell students not to worry if they don’t know a lot, this is what we will be learning today