

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

2. 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)

3. 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

4. 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