

## Resume Formatting Do's and Don'ts



### **DO: Try to keep it less than two pages**

Your resume isn't a list of everything you've ever done; you should prioritize the most relevant experiences and skills and make use of the space on the page to write about your accomplishments.

There are a few occasions that justify having a resume that's longer than two pages:

- You are writing a Federal Resume (required for positions in government)
- You are creating a CV

Read more: [The Difference Between a Resume and a Curriculum Vitae](#)

### **DON'T: Confuse expectations for skills**

Phrases such as "hard-working" or "punctual" are baseline expectations for any candidate or employee; they don't demonstrate unique skills. Similarly, terms like "team player" have become so ubiquitous that they've lost their effectiveness in distinguishing candidates on a resume.

When articulating your skills or describing your experience, delve deeper into what makes you hardworking or a team player. For instance, instead of simply stating you're punctual, emphasize your strong time management skills. This shift in language elevates basic expectations to valuable, in-demand skills.

### **DON'T: Use a resume template or wizard**

They are difficult to edit and do not allow you to present information in the most effective format. They are also not applicant tracking system friendly since they utilize tables, columns, and textboxes.

### **DON'T: Use graphics, images or shapes**

These elements are not applicant tracking system friendly and can distort your resume.

## Additional Do's and Don'ts

- **DO:** List your GPA if it is 3.75 above
- **DO:** Put current experiences in present tense, previous experiences in past tense
- **DO:** Put current experiences in present tense, previous experiences in past tense
- **DO:** Put experiences in reverse chronological order
- **DON'T:** List all the colleges/universities you've attended; list only institutions you have or will receive a degree from
- **DON'T:** Use personal pronouns (I, my, me)
- **DON'T:** Use more than one font and one size. Use 10 to 12 pt. font except for your name, which can be 14 pt.
- **DON'T:** Include a photo or other personal details (height, marital status etc.)

### Ready to get feedback on your resume?

- Utilize the free online tool Resume Worded (<https://resumeworded.com/>) to evaluate your resume. This tool assesses your resume based on essential criteria that recruiters and hiring managers seek.
- Submit your resume (Word document or PDF format) via email at [careerservices@bellevue.edu](mailto:careerservices@bellevue.edu) for a comprehensive review. Our reviews are conducted electronically, and you can expect feedback within 5 business days from submission, unless otherwise specified.
- [Speed Resume appointments](#) are also available on Handshake.