

Résumés

The Basics

Rule No. 1

Don't Lie!

Items on Your Résumé

- Name/Contact Information
- Education
- Experience
 - Work
 - Related
- Skills
- Awards
- Interests

Items NOT on Your Résumé

- Goals
- Objective
- Personal Data

Style

- Don't use "I"
- Start with a Verb
 - "managed"
 - "developed"
 - "coordinated"
- Bullet Points
- Be Consistent
 - Verb Tense
 - Organization

Look

- Simple is usually better
- Creative? In some cases
 - http://nedhardy.com/2012/01/04/get-inspired-check-out-these-24-awesomely-designed-resumes/?utm_source=theslingshot&utm_medium=referral&utm_campaign=24-amazing-resumes

References

- Have them!
- List them!