

# Resume Do's and Don'ts

**Harry Urschel**

# Yes, they actually wrote this....

- Here are my qualifications for you to overlook
  - Seek challenges that test my mind and body, since the two are usually inseparable
  - An obsession for detail; I like to make sure I cross my “l’s” and dot my “t’s”
- 
- Note: Keep this resume on top of the stack. Use all the others to heat your house.

# What a resume CAN and CAN'T do

- **CAN** –  
get you past the initial screening /  
get you an interview
  
- **CAN'T** –  
tell the reader that “this is exactly  
the person I want to hire!”

# Value in the process!

- Writing your resume is important preparation for the interview process too!
- If you can't write it well... you won't be able to say it well in an interview either.

# What's the Screening Process?

- **Keyword Search of Database / Emails**
- **10 to 30 second scan**
- **Look at Work History first**
- **Look for reasons to reject**
- **Sort by Yes / No**

# What are they looking for?

- Work experience that matches the job
- Skills that match job (software, processes, etc.)
- Related industry experience
- Stable job history (2 + years per job)
- Appropriate level of experience for the job
- Track record of growth in responsibility

# What “Red Flags” to avoid...

- Too many pages / Too much detail / Long paragraphs
- An overabundance of self-descriptives
- Few facts or accomplishments
- Unlikely claims of achievements
- Lengthy descriptions of education
- Purely “Functional” format
- Sour grapes
- BAD SPELLING OR GRAMMAR

# More actual excerpts...

- Education: courses in liberal arts, courses in computer science, courses in accounting
- I am a rabid typist
- Instrumental in ruining entire operation for a Midwest chain store
- I have become completely paranoid, trusting completely nothing, and absolutely no one
- Don't take the comments of my former employer too seriously, they were unappreciative beggars and slave drivers

# What's the Best Format?

- There is no “1” best format for everyone  
(best formats vary by field, industry, and work history)
- Decide: Functional (combination) or Chronological
- **No “Objective”** (heading and summary points instead)
- Get ideas from an internet search...  
Google: “sample accounting resumes”
- Never get “Gimmicky” (fonts, paper, pop-ups, etc)

# A,B,C's of a Good Resume

- **A: Accuracy**  
Honest facts of your responsibilities and achievements
- **B: Brevity**  
Short *substantive* lines beat paragraphs every time!
- **C: Clarity**  
Connect the dots between your related experience and the job!

By Susan Whitcomb

# Writing it...

- Avoid using “I” or writing in third person
- Keep sentences short
- Use bullets – spaced well
- Use plain English  
(avoid industry lingo or overly pretentious or complex words)
- Use keywords from their job description
- Use smaller margins and good line spacing
- Show accomplishments, stick to facts

# Cardinal Sins



- **Unprofessionalism**
- **Carelessness**
- **Cuteness and cleverness**
- **Irrelevance and fluff**
- **Misrepresentation**
- **Vagueness**
- **Overkill**
- **Underwhelming**
- **Long-windedness**
- **Editorializing**
- **Overpersonalizing**

# More bad examples...

- My mother lives with me; she is a CPA and can travel
- I'm extremely loyal to my present firm, so please don't let them know of my immediate availability
- Note: please don't misconstrue my 14 jobs as job-hopping. I have never quit a job
- Objective: Post as communicative expert in which coordination as an administrative responsibility in pertinence to my related background in light of the relevance to the duties are coherently applied.

# Questions?

