



Resume Do's and Don'ts:

WELLS
FARGO

DO.....

- Lead with *action words* (behaviors) as the first word in your bullet points
- Demonstrate how you qualify for the job you want
- Follow the 10 year rule (Exception: If the position requires more years of experience.)
- Use diverse examples that support the job posting
- Quantify whenever possible
- Use a profile instead of objective
- Match the 'lingo', job posting vs. resume
- Add volunteer experience and 'how' you participated. Add bullet points if possible to support your skills
- Newest job experience on top, next newest below that, etc
- Reduce the number of bullet points as positions become the secondary and lower positions
- Be concise
- Consider *what* you are applying for
- Use digits to quantify in your resume, it stands out
- Check and re-check for accuracy
- Write a cover letter to demonstrate your writing ability if it is a requirement of the position
- Include technical skills if they are required or preferred
- Bring your resume with you and hand it to the interviewer when you arrive
- Ask your references what they are going to say in advance
- Submit a resume because your talent and passion align, not because of what it pays

DON'T.....

- Give a generic objective
- Add unnecessary facts
- Have more than 8 bullet points for any position
- Use a font smaller than 11
- Forget to change your resume as you promote
- Spray your resume with perfume
- Use humor or sarcasm in your resume
- Forget...you have only 10 seconds to make a lasting impression
- Add your GPA if below 3.0
- Keep your high school on your resume
- Wing it
- Use the same resume for every job
- Leave your education at the top for the rest of your career
- Misspell words
- Have too much white space or black space
- Use generic descriptors
- Over crowd
- Wrap employment dates to another line
- Stretch your accomplishments (be able to back up what you put on your resume)
- Use 2 pages when 1 will do
- Use 1 page when you need 2
- Add technical skills that are not related to required or preferred skills
- Under-sell yourself
- Forget to convert your interview stories into bullet points
- Apply too late
- Say 'references available upon request' – add them instead!

*You are ready to go get the career of your dreams!
Good Luck!*