

General Guidance

Generally do:	Normally do not:
• Include your contact details • Include education and qualifications, degree subject, class (attained or expected), modules studied, A levels, always with dates and grades, summarised GCSE/O levels or CSEs • Use a simple, easy to read font style, 10-14 point. • Make your resume error free. Have someone proof read it for you • Be honest but avoid writing anything negative in your resume. • Include all paid or unpaid work experience, even if unrelated to the job applied for • Include responsibilities, achievements and skills developed in these posts • Include activities and interests, current rather than from times past • Include achievements and additional skills, such as languages, IT. • You might like to include a short paragraph about your key skills or career aims after your personal details. • Include examining boards • Include minor qualifications unrelated to the post applied for. • Write your resume for your future, not your past • Emphasize your skills and accomplishments • Be direct, well-organized, and professional • Communicate your strongest points first • Leave a comfortable margin on all sides (usually .5 to 1 inch)	• Include birth date, health status or social security number. • Limit the use of personal pronouns such as "I". Begin sentences with action verbs. • Use lengthy sentences and descriptions • Use first person • List salary requirements / history • Write "Resume of Qualifications" at the top or "References Available Upon Request" at the bottom • Write reasons for leaving a job • Use weak adjectives; i.e: "some knowledge of Spanish" • Don't highlight skills that you don't want to use again • Include your nationality, unless you will need a UK work permit • Include your marital status • Include details and ages of your children • Include school and university addresses • Include any irrelevant information • Lie • Include salary details • Jargon or slang • Fancy design • Pronouns or adjectives • Include frivolous information • Include pictures

- Always try to fit your resume onto one page, no more than two. If you do go past one page, make it at least a page and a half or two full pages.
- Print on one side of the sheet only, on Include your contact details
- Include education and qualifications, degree subject, class (attained or expected), modules studied, A levels, always with dates and grades, summarised GCSE/O levels or CSEs
- Include all paid or unpaid work experience, even if unrelated to the job applied for
- Include responsibilities, achievements and skills developed in these posts
- Include activities and interests, current rather than from times past
- Include achievements and additional skills, such as languages, IT.
- You might like to include a short paragraph about your key skills or career aims after your personal details.
- Use the right keywords
- Use effective / professional titles
- Proofread twice
- Use bullet points
- Put the most important information first
- Ensure attention to typography
- Explain the benefits of your skills
- Avoid negativity
- Include achievements instead of responsibilities
- Use numbers
- Include all work experiences
- Avoid age (and any other) discrimination
- Use titles of people e.g. Dr, Mr.
- Make the design flow