

Rules for Resumes

Use size 12 font (type) so employers can easily read your resume. You may use size 11 font if you have a lot of information on your resume. **Two types of resume fonts to use are: 1) Serif fonts** (with overhanging tails or hooks) such as: Times New Roman, Georgia, Bookman Old Style, Century, Bell MT, Goudy Old Style, Cambria, and Garamond. **2) Sans Serif fonts** (with no tails or hooks) such as: Arial, Verdana, Calibri, Tahoma, Century Gothic, Gill Sans MT, Trebuchet MS, and Lucida Sans.



Try these fonts to find out which font style fits your personality. **Some say** serif fonts give the impression of reliable, trustworthy, and traditional — while sans-serif fonts give the impression of clean, modern, logical, and stable. If your resume will be scanned and read by computer software, **choose a sans serif** font (such as Arial, Verdana, or Tahoma) that works on any computer. Computer operating system may reject resumes with serif fonts.

The resume needs a good looking design so that employers can easily read and find information to get to know you. Think of your resume as an **attractive, accurate, advertisement** about you! About 85% of employers who see just **one spelling error** on a resume decide to remove the job seeker from consideration for the job opening. Spell check and proofread your resume. And, ask smart friend or teacher to proofread your resume also. If you include your **email address**, be sure the email address sounds professional. Employers will not email a job seeker with email address of: partygirl@xyz.com. If you include your **phone number**, be sure that phone number's voice mail greeting sounds business-like. An employer will not leave a job interview message after a voice mail that includes rock music or silly greeting. **If you email your resume** to an employer, be sure to give the document a business-like subject line such as: Carol Smith Resume 2018.

Never use the word "I" or "my" or "me" on a resume. NEVER lie on a resume. Present your skills and abilities in the best way possible. If a lie is discovered on your resume, even years after you were hired, you may be fired. NEVER include your height, weight, date of birth, place of birth, social security number, or other personal information on your resume due to identity theft risks.



You need to make sure that your social media pages, such as Facebook: a) Look business-like before giving employers your resume. b) Privacy levels are set your on high. c) You review any picture or comments before posting. Employers visit social media pages to learn about job seekers! Visit your social media pages as an outsider to see what employers will see.

Change your resume's job objective to fit the company. To apply at a grocery store, your job objective may read: *Seeking a job as a Courtesy Clerk*. To apply at a restaurant, the job objective may read: *Seeking a job as a Server*. To apply at a retail store, the job objective may read: *Seeking position as Sales Associate with growth potential*. To apply at a law office: *Seeking job as a Secretary*.

Rules for Grammar

Be consistent with capitals.

Use capital letters for job titles listed on your resume (such as: Cashier, Sales Clerk). Use capital letters for classes listed on your resume (such as: Electives in Speech, Wood Technology, Computer Applications). If you want to use lower case letters for job titles and classes, be sure to capitalize name of languages (such as: Electives in speech, wood technology, computer applications, Spanish). Use two capital letters for the state abbreviation, with no period, as the Postal Service recommends. For example: CA for California, NY for New York, AZ for Arizona. Use one space between state abbreviation and the zip code.

Be consistent with punctuation.

Use one (1) space after a comma. Use one (1) space after a colon.

Use one space after a sentence period, after an initial (Joyce A. Bailey), or after an abbreviation (Mr.).

BUT, if an abbreviation has 3 or more letters (such as AAA for American Automobile Association), you may leave out the period after each letter.

Note: It is best to spell out what AAA means for the employer.

If you place a period at the end of a line in the "Skills & Activities" section, place a period at the end of every line in this section.

Be consistent with dates.

If you spell out a month, spell out all months. If you abbreviate a month, abbreviate all months. Place all dates in the same format. Examples:

September 2014 to December 2015 -- or

Sept. 2014 to Dec. 2015 -- or

9/2014 to 12/2015 -- Whatever style you decide to use, make sure you use the same style for all dates.



QUICK CHECK:

1. a) What size font is used on a resume? b) Why?
2. What is the name of the font family that has:
 - a) Tails or hooks? b) No tails or hooks?
3. List the name 2: a) Serif font. b) Sans serif font. What do some say about: c) Serif font? d) Sans serif font?
4. a) List 3 fonts to use if your resume will be scanned. b) What may happen with serif fonts?
5. Think of a resume as what 3 things about you?
6. What do 84% of employers do when they see a spelling error on a resume?
7. Of what should you be sure if you: a) use email address on a resume? b) use phone number on a resume? c) if you email your resume?
8. What 3 words do you never use on a resume?
9. Why should you never lie on a resume?
10. List 5 things to never include on a resume.
11. Discuss 3 things you need to do with your social media pages.
12. a) Do you think it is fair that employers search social media to find out information about you? b) Give a reason for your answer.
13. Write down a job objective you may use to apply at: a) grocery store. b) restaurant. c) retail clothing store. d) medical office.
14. What is the state abbreviation for Arizona?
15. How many spaces are left between the state abbreviation and zip code?
16. How many spaces are left after a comma?
17. In your opinion, if you are not consistent and correct with your punctuation on a resume, what might the employer think of you?
18. Pretend that you are an employer reading resumes from job seekers. List 3 errors that would cause you to REJECT the resume.