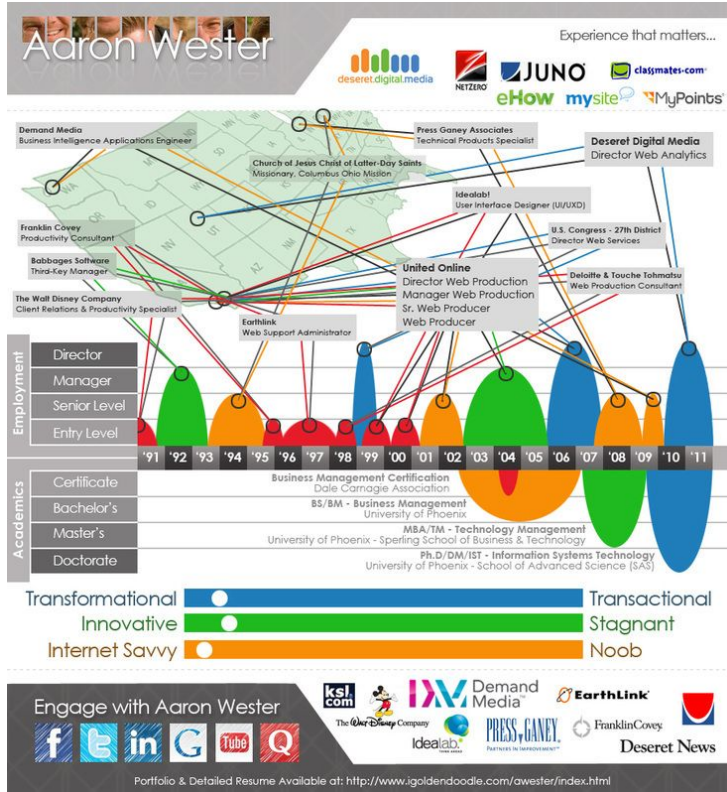


A red square graphic with a white border, containing the text 'Résumé Tips / Common Mistakes' in white. The text is centered and arranged in three lines.

**Résumé**  
**Tips / Common**  
**Mistakes**

# Style: Keeping it consistent & clean



## Mary Hloomberg

Renowned Wordsmith

www.hloom.com  
Cell: 123-456-7899  
1234 Park Avenue  
Redwood City, CA 94063

### Summary

Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.

Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

### Copyright

2009 - Present

Donec ut vivit in lectus conoquet conoquet. Etiam eget dui. Aliquam erat volutpat. Sed ut eros in nunc, porta tristique. Proin nec augue. Quisque aliquam tempus magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Pellentesque curius sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing.

### Work History

#### Proofreader

2005-2009

Proin semper, ante vitae sollicitudin posuere, metus quam laculis nibh, vitae scelerisque mattis massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus et, quam.

Donec ullamcorper fringilla eros. Fusce an sapien eu purus dignissis connoqui. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio.

### Awards

- 2010: Donec laoreet nonummy augue, suspendisse dai purus, scelerisque at
- 2011: Vulputate vitae, pretium mattis, maec. Mauris eget neque at sem
- 2012: Vivamus et tellus. Ut nonummy. Fusce aliquam pede non pede
- 2013: Suspendisse dignissis Lorem pellentesque magna. Integer nulla donec
- 2014: blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus

### Skills

Proficiency with Mac and PC platforms, Microsoft Word, Excel, PowerPoint, Acrobat, HTML, Wordpress, Omnigraffle, Facebook, Twitter

### Education

- Duke University: Master of Business Administration (M.B.A.), Finance, Business Communication, 2008 - 2010
- Reed College: Bachelor of Arts (B.A.), Political Science, 2001 - 2005

# Prioritizing Space

- Don't waste too much space on trivial positions
- More important information should be near the top
- High school experience should not be included after freshman-sophomore year

# Keep it to one page!

- Undergraduate resumes should be one page
- "One-size-fits-all" not recommended
  - maintain a "master resume" with all of your information
  - eliminate information as needed, depending on the position
- Have links to your LinkedIn, Github, personal website etc..

# Typos/Grammar mistakes



# Action verbs / lack of specifics

"responsible for helping customers."

vs.

"Resolved user questions as part of an IT help desk serving 4,000 students and staff."

Computed, Designed, Devised, Developed, Engineered, Excavated, Extrapolated,  
Fabricated, Installed, Interpreted, Maintained, Mapped, Measured, Mediated,  
Moderated, Motivated, Negotiated, Obtained, Operated, Overhauled....

# Incorrect/Outdated contact info



**Ooops, looks like a ghost!**

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# Resume Critique