



*LeBow Office of Undergraduate Career Services*  
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## RESUME TIPS

- Final draft **FREE OF ERRORS!!!!**
- **Proofread** your resume several times for spelling, grammar, formatting, clear wording. One error on your resume will leave a poor first impression with an employer and could cost you an interview!
- **Font:** the body of your resume should be 11-12 point and preferable Times New Roman.
- Easy to read and **consistent formatting** (dashes, bullets, bold, italics, orders of things).
- Do not **abbreviate** anything except states (PA, NJ, etc).
- If **acronyms** are used, consider spelling them out if there is a chance an employer will not know it.
- Use **synonyms** rather than repeating the same word. Try to avoid the use of “Assisted” or “Helped”.
- Use past tense verbs with jobs in the past, and present tense verbs for current positions.
- Avoid lumping several main responsibilities into one bullet and don’t use “Responsible for...” and “Duties included:...”
- Include **specific examples** of significant accomplishments and **describe the positive results or outcomes** of your actions or duties.
- Avoid vague, irrelevant, or redundant statements that are not likely to encourage an employer’s continued interest in you.
- Have it checked by a career counselor and ask others such as professors, professionals, or parents.
- **Do not photocopy, fold or staple** resumes. Use laser printer and resume paper (cream or light gray).
- ALWAYS **send cover letter** with resume.
- When emailing, send resume as an attachment titled **firstname\_lastname.doc** (unless told otherwise).
- Have several versions of your resume if you have varied career goals. Each version can then be targeted toward a particular goal.
- Be familiar with your resume and able to talk about any detail on it. Interviewers will ask you questions based on what is in your resume.
- If you do not live locally, but have a friend that does, consider using your friend’s address. Some employers favor local applicants.