

# Basic Resume Rules and Best Practices

First, let's take a look at some **basic rules** to keep in mind when creating and refining your resume:

- ▶ There should be no typos.
- ▶ Resumes should not be written in first person.
- ▶ 1-inch margins around all edges are the maximum and 0.7-inch margins are the minimum.
- ▶ **Resumes should be written with the reader in mind.** What skills does this particular position call for? What do you want to highlight about how you add value and what you bring to the table?
- ▶ It is important that you **select the appropriate length** [<https://www.monster.com/career-advice/article/how-to-decide-on-resume-length>] that does not overwhelm the reader.
- ▶ Your resume should be **aesthetically pleasing to the eye.**
- ▶ Keep in mind that **everything on your resume is fair game**, which means in an interview an employer can question you about anything you write on your resume. It is estimated that 70% of people lie in some way on their resume.
- ▶ **Employers will look for certain "red flags" on a resume** such as: gaps in employment, contradictory or embellished information, multiple positions in a short time, etc.
- ▶ **The reader will also look at the overall flow of your resume** and how easy it is to get at the information they are looking for.
- ▶ Lastly, remember that **your resume is the key to unlocking the door for an interview, not an attempt to get a job.** This is just the first step, but a very important one.