



Effective Résumés
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Résumé Do's and Don'ts

Following these tips will help ensure your résumé will be seen and considered.

- ✗ Don't** assume that the résumé alone will get you the job; a résumé is only the start. Hopefully it will get you in for an interview.
- ✗ Don't** send more than one résumé to a potential employer unless requested to do so.
- ✗ Don't** address a résumé "To Whom It May Concern." Always get *someone's name*—a manager, department head, etc.—for the envelope and cover letter.
- ✗ Don't** send a résumé if you think it will arrive on a Monday or Friday (unless requested to do so). It simply won't get the attention it deserves.
- ✗ Don't** correct or revise your résumé with erasures or ink (or even White-Out); it's not only sloppy, it's unprofessional.
- ✓ Do** target the *right employer for you*, the one that will best use your skills, the one with which you have the best chances.
- ✓ Do** use a cover letter; address it to a specific person at your target company. Tailor the letter to the specific business and position.
- ✓ Do** follow up your résumé and letter with a phone call. Try to speak to the department head with whom you will be dealing (rather than a personnel manager).
- ✓ Do** have your résumé printed by a quality reproduction house. Use 24-lb. white, buff, or ivory bond paper (preferably with a cotton rag content). While you are at the print shop, pick up some matching blank paper and envelopes for cover letters.