Résumé Writing 101: Dos & Don’ts

CSMLS spoke to multiple hiring and laboratory managers across Canada to get a sense of what employers are looking for in a résumé. After all, you only get one chance to make a first impression!

When creating your next résumé, here are some dos and don’ts to follow:

**Do** use easy-to-read font and use bold and underline to draw attention.

**Do** include contact information (name, email, address, phone number, etc.)

**Do** show your qualifications early and clearly (in the top third of the page).

**Do** write in a concise manner.

**Do** use proper spelling and grammar.

**Do** add relevant points for the role in your education and work experience.

**Do** include what attracted you to this role and why you are applying for this job.

**Do** explain if you are missing a specific qualification from the job posting.

**Do** include any transferable skills from previous jobs.

**Do** use words and phrases directly from the job posting.

**Do** list a summary of qualifications/career highlights.

**Do** list areas of specialization.

**Do** include ambitions and career goals.

**Do** include credentials.

**Do** use “Available upon request” for your references.

**Do** have someone else review.

**Don’t** exceed two pages for your résumé.

**Don’t** exceed one page for your cover letter.

**Don’t** use an inappropriate email address.

**Don’t** bury important information.

**Don’t** include too much content.

**Don’t** use long sentences when a simple one will work.

**Don’t** include obvious information.

**Don’t** copy and paste bullets from your current job description.

**Don’t** include an objective statement.

**Don’t** add high school information.

**Don’t** forget to review and proofread.