



Tara
Fremont
Campus Recruiter

Resume do's and don'ts

Contact Information

- ▶ Do use a professional email address, e.g. John.Doe@gmail.com
- ▶ Don't use a college email address, e.g. Jboy3495@gmail.com
- ▶ Do make it easier for recruiters to contact you, so add a phone number
- ▶ You don't need to put down your full address
- ▶ Do only use one email address for your resume and applications

Summary section

- ▶ You don't need a summary, but it's ok to add one
- ▶ Do use this section to highlight transferrable skills, if you are changing fields
- ▶ Don't fill your summary with descriptors such as: hardworking, team player, good communicator

Education section

- ▶ Do include your major
- ▶ You don't need to include your GPA or graduation date after your first full-time job post

Experience section

- ▶ Do focus on your individual contributions, not just a list of job duties
- ▶ Do try to keep each bullet point to no more than two lines - be concise
- ▶ Don't fill the section with industry-specific jargon
- ▶ Do focus on transferrable skills

Formatting

- ▶ Do make sure that your bullet points and dates line up throughout the document
- ▶ Don't start with formatting, these are the final touches once you have the content!
- ▶ Do start with your most recent job at the top and work your way back in time as you go down
- ▶ Don't forget to use spell check

General tips

- ▶ Do submit your resume in PDF, rather than Word
- ▶ Do provide references only when asked
- ▶ Don't misrepresent dates, a background check will reveal this
- ▶ Do keep to one page, if you have recently graduated or have less than 5 years' experience

About EY

EY is a global leader in assurance, tax, strategy, transaction and consulting services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities.

EY refers to the global organization, and may refer to one or more, of the member firms of Ernst & Young Global Limited, each of which is a separate legal entity. Ernst & Young Global Limited, a UK company limited by guarantee, does not provide services to clients. Information about how EY collects and uses personal data and a description of the rights individuals have under data protection legislation are available via ey.com/privacy. For more information about our organization, please visit ey.com

© 2020 EYGM Limited. ED None.
All Rights Reserved.

EYG no. 006070-20Gb1

This material has been prepared for general informational purposes only and is not intended to be relied upon as legal, accounting, tax or other professional advice. Please refer to your advisors for specific advice.

ey.com