

Things to avoid when writing a Resume:

1. A photo

A photo increases the likelihood of discrimination or prejudice, and could also detract from your professional qualifications.

2. Negativity

You should never share negative information in your resume. Don't list your reasons for leaving previous jobs, and don't talk about aspects of the work that you didn't enjoy or weren't very good at.

3. Irrelevant information

The only personal information that should be on your resume is your name and contact information.

Things like height, weight, marital status, sexual orientation, number of children, ethnicity, religion or political affiliations should never be included on your resume, because again, this could have you unfairly excluded.

4. Outdated information

If you've just graduated and don't have much work experience, it might make sense to include the part-time jobs you've held in order to highlight your transferable skills.

If you're over 25, your high school information is no longer relevant.

5. Salary history or expectations

Salary history or expectations should never be included in your resume.

6. Unusual fonts or layout

An employer just wants to be able to get through your resume quickly and easily.

Use a standard A4 size, avoid loud or mismatched colour schemes, and stick to a layout and format that makes sense and allows for easy reading

Resume Layout tips:

1. **One page in length.** You should only go for 2 pages if you really, really believe that it'll add significant value.
2. **Clear section headings.** Pick a heading and use it for all the section headers.
3. **Ample white-space,** especially around the margins.
4. **Easy-to-read font.** We'd recommend sticking to what stands out, but not too much.
5. **Pick the right font size,** go for 11 - 12 pt for normal text, and 14 - 16 pt for section titles.
6. **Save your resume as PDF.** Word is a popular alternative, but it has a good chance of messing up your resume formatting.