

# Resume Style Guide

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## Use Spell Check

Print your resume and read it. Ask someone else to read it too! Spell check will not catch all the errors, especially capitalization.

## Capitalization

Lowercase job titles except when used as a subtitle.

*Worked closely with the **controller***  
***Controller**, 2005-2007*

Lowercase departments except when the department is part of the official and formal name.

*Planned and organized the functions of the **accounting department***  
*Performed data entry for the **University of Illinois Department of Medicine***

Capitalize all proper nouns: a specific person, place or thing.

*Ordered money shipments from the **Federal Reserve Bank of Chicago***  
*Proficient in **Microsoft Office and QuickBooks***

## Academic Degrees

Do not include any high school information.

Use an apostrophe in *associate's degree*, *bachelor's degree* or *master's degree*, but there is no possessive in *Associate of Arts*, *Bachelor of Arts* or *Master of Science*.

Capitalize academic degrees unless they use a possessive.

***Bachelor of Arts** in Psychology*  
*He has a **bachelor's degree** in Psychology*

A person has a *Bachelor of Arts in Psychology*, not a *Bachelor of Arts of Psychology*.

Lowercase the type of degree unless used in title of degree.

*Bachelor of Arts in **Sociology***  
*A bachelor's degree in **sociology***

## Numbers

Spell out whole number below 10, use figures for 10 and above.

*Supervised the performance and review of **three** staff auditors*  
*Handled billing for more than **30** employees*

Bullet points should not begin with a number.

Managed **15** staff accountants; not **15** staff accountants underneath me

## Correct Spelling of Commonly Misspelled Words

PowerPoint	Internet	experience	Sarbanes-Oxley	online
WordPerfect	voice mail	inbound	pro forma	board of directors
PeopleSoft	e-mail	outbound	QuickBooks	Web site

## Punctuation

Bullet points should not have periods as they are not complete sentences.

Always place a comma after words in series, but not before "and" or "or."

*Handled the **planning, forecasting and budgeting***

Always place a comma before nonessential items ("which" is always nonessential, "that" is always essential).

*Developed activity-based costing **systems that** provided better cost control*  
*Created budgets and **forecasts, which** included determining ways to reach these goals*

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## Verb Usage

All past positions must use verbs in the past tense.

*Faxed and mailed invoices*

Present tense may only be used to describe positions presently being held.

*Order supplies, answer phones and complete general office tasks*

All bullet points should begin with an action verb.

*Managed all employee timesheets; NOT Responsible for managing timesheets*

### Action Words

Arranged	Customized	Computed	Incorporated
Collaborated	Designed	Prepared	Planned
Developed	Established	Contributed	Supervised
Interacted	Initiated	Demonstrated	Obtained
Marketed	Integrated	Facilitated	Conducted
Reconciled	Originated	Provided	
Resolved	Solved	Coordinated	
Adapted	Administered	Generated	
Created	Analyzed	Improved	

## Format

Most resumes consist of three sections: education, experience, skills/awards/certifications.

Do not include an objective, career summary, career profile or personal hobbies section.

For recent graduates (bachelor's, master's, MBA, etc.) and CPA recipients within one year, list education at the top, before experience. *Also acceptable to list major(s), minor(s), GPA and honors for recent graduates and CPA recipients.*

List month and date of graduation, but do not list the years attended.

*Use an apostrophe in associate's degree, bachelor's degree or master's degree.*

*Also acceptable is Associate of Arts, Bachelor of Arts or Master of Arts.*

*Do not list remove high school.*

**NEVER** use personal pronouns on a resume (i.e.: you, me or I).

Only use one job title for each time period.

Do not use abbreviations; spell out "accounts payable," "human resources" and "data entry."

Do not include generalizations.

*For example, proficiency in Internet, e-mail, word processing or 10-key.*

**NEVER** use any personal pronoun on a resume.

*For example, no "I" or "me."*

Do not list "and/or;" choose one.

Do not say "50+" but "over 50" or "more than 50."

## Layout

All job responsibilities need to be presented in bullet form; do not use paragraph form.

Company name and job title should be bold and aligned to the far left. Dates should be aligned to the far right of the page.

Dates should include months, and spacing and format should be consistent. Do not abbreviate months.

*January 1998 - December 1999 or 01/1998 - 12/1999*



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