

## US Resume Taboos

- Date of Birth, pictures, personal info, and hobbies
  - None of those
  - BUT:
    - phone no & email address
    - City but not full address
- One page preferred
  - Two pages max
- Universitäts Kün, Straße, Deut
- High school graduation is assumed
  - Exchanges are acceptable
- University
  - No transfers, no grades, graduation dates only
  - Thesis only if it directly relates to job

## **Common Areas to Improve**

- **CONTENT:**

- Only state skills you are able to master and professional experience you have made since you might be asked in an interview about them.

- **FORM**

- Spacing and Categories
  - Jun 2014 – Aug 2016 vs 06/01/2014-08-08-2016
- Consistent use of simple past
  - Advised, built, created, directed, engaged, facilitated, grew, handled
- Scales, bars, and other unclear measurements
  - ●●●○
- Redundant and Repeated information