RESUME DOs and DON'Ts

Follow these tips to catch the eye of telecom HR professionals.

DOs

1. Keep it simple and easy to read.

2. Bullet points: use them whenever possible.

3. Grammar and spelling: make sure they are perfect. Employers have a rule: "If there's a typo, throw it out. Period."

4. Length. If you have less than five years' work experience, limit your resume to one page.

5. Specific skills. This isn't a market for generalists; note the specific skill set you will bring to the business.

6. Key words. Use them in your resume. Keywords are usually nouns and can be found in job postings. They include technical terms and expertise (hardware and software in which you are proficient), job titles, certifications, names of products and services, industry buzzwords and jargon, types of degrees, company names. In the following examples, keywords are underlined:

   - Supported maintenance and repair of switches, special circuits and pair gain equipment

   - Deployed Cisco routers, LAN/WAN and network management products

   - Coordinated installation dates facility assignments

   - Prepared Premises Installer daily log sheets

7. Education and experience. If you are applying for your first job, list education at the top. Otherwise, experience precedes education.

8. Employment history. Your most recent employment goes first. List the name of the company with a short description, the city and state, the position/title held, and the dates (month and year).

9. Promotions. List promotion and dates for each position.

10. Make sure you're a fit. Think about the company's business culture. For example, a non-union company won't be impressed if you flaunt your union credentials. It scares them. And the opposite can also be true.

11. Profession organizations and awards. Include professional organization/association memberships and any positions you held. List your professional accomplishments - awards, certifications, honors etc.

12. Your email and voicemail. Use a professional sounding email address and voice mail and be sure to check them often.

DON'Ts

1. Don't include a photo or personal information - height, weight, age, for example.

2. Do not use an objective/summary unless you have many years of experience.

3. Never hand-write any information on your resume.

4. Don't send your resume to more than one person at a firm/division and never send a gift/toy.

5. Don't use colored paper - it doesn't scan or fax well.

6. Don't include references on your resume.