



Thumbs Up. Thumbs Down.

✓ Thumbs Up

- Sell yourself and highlight any achievements
- Use bullet points to organize information
- Utilize white space
- Include relevant keywords
- Prioritize your content for maximum impact
- Ensure your resume is clean and unwrinkled if printed and presented in person
- Make your name part of the filename when submitting electronically
(Example: John Doe Resume 2017.pdf)

⊘ Thumbs Down

- Include random and unrelated hobbies
- Say “References upon request”
- Overwhelm your readers with multiple pages and paragraphs of text
- Have your professional profile not align with the job you’re applying for
- Let a simple spelling or grammatical error earn your resume a spot in the “No” pile
- Save your resume with a generic filename
(Example: Resume2017.doc)

Download the rest of the Resume Guide [here](#) and visit [Our Notebook](#), a blog for creative professionals like you.



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