

Resume Guidelines

Resume Length

- One to two pages in length
 - Fewer than 10 years of employment history = one page
 - Over 10 years of employment history = two pages
- Academic CVs are the exception to this rule

Fonts: Arial, Times New Roman, or Calibri

Font Size Examples

- Contact Information – 16pt
- Subheadings – 14pt or 12pt
- Job Description and Bullet Points – 12pt or 11pt

Margin Size:

- 1-inch margins, no smaller
- **Do not** justify page alignment - space is added between words so both edges of each line are aligned with both margins

Bold Subheadings

- **Do not use all capitalization** as capitals make it appear more masculine
- Increase text size and use bold versus capitalization; softer is more readable

Contact Information

- Should be at top of resume
- Include current city/state, phone, email address, and LinkedIn Profile (if applicable)

Include a Resume Summary and not a Career Objective

- Should be located below Contact Information
- Length should not be more than three sentences
- Can be in bullet format
- This is a snapshot of your skills, accomplishments, and knowledge

Example:

Energetic and optimistic customer service representative with over 3 years of professional experience assisting customers in solving complex issues. Keen to support ABC Inc. in becoming a market leader through proven customer support skills. Awarded Consultant of the Month three times. Helped reduce First Response Time by 20% within the first quarter of employment.

Skills

- Use bullet points
- Only list a handful, do not be overly robust

- Make the list substantial skills; do not include items such as Microsoft Office (unless the job posting specifically lists Microsoft Office as a requirement)
- Speak to what you have done, including projects
- Leave out the fluff. Examples of fluff words include: strategic, passionate, creative, expert, motivated, focused, and common buzzwords

Employment History

- **Job Title** should be in Bold and Italics
- *Job Company, City and State* should be only in Italics
- Job Title and Job Company can be switched in order, depending on need – do you need to show progression of position or highlight companies (this could depend on the industry)
- Use bullet points to describe what you did for each company, keeping lines as short as possible
- Use declarative statements with strong verbs that describe what you did, for example “developed” or “enhanced”
- Use a combination of hard numbers and active verbs to highlight what you accomplished
- **DO NOT SAY** “responsibilities included”
- Avoid buzz words (a word or phrase that becomes popular for a period of time)

References

- These do not need to be included on your resume; provide when requested

Do

- Spell check
- Make sure your resume is error free
- Have a space between bullet points and the words
- Be consistent with leading (the spacing between lines)
- Make sure your resume is easy to read and properly aligned
- Focus on relevant skills and experience
- Have a master resume; tailor separate resumes for specific positions

Avoid

- Shaded boxes
- Your picture
- Colored font
- Fancy formatting
- Fancy fonts – Payprus, Comic Sans, Impact, Mistral
- Graphics or charts – this is considered fluff
- Information that is not relevant to the position
- Reverse type (for example, light colored font against a dark colored background) as this makes readability harder
- Many companies use Applicant Tracking Systems (ATS) to review resumes; these systems will not recognize the above features