RESUME FORMATTING TIPS

- Be sure it is easy to read, clean, and simple. Employ reasonable use of white space on the page.

- Use solid, white (preferred), beige, gray or crème-colored paper, standard 8 ½ x 11."

- Print on only one side of paper if a two page resume.

- Use font size that is readable, typically no smaller than 11 point or larger than 12 point (your name can be up to 16 points if desired). Suggested fonts: Garamond, Arial, Times Roman, Calibri.

- Use formatting, such as boldfacing, underlining, and italicizing sparingly. Do not use two special formats in one phrase.

- Keep content to one page in length if you can; advanced degree students and candidates who have worked for several years may require more than one page. If more than one page, make sure your name and contact information is at the top of the second page.

- Order items so that the most relevant items appear first.

- Write in third person. Do not use personal pronouns such as I, me, or my.

- Use past tense for previous jobs/activities; use present tense for current jobs/activities.

- Write out all numerals up to and including the number nine (except in addresses). Use the numerical form for numbers 10 and above.

- Use action verbs and highlight achievements; quantify results wherever possible.

- Grammar and typing errors are unacceptable.

- Your resume should showcase your qualifications, but without misrepresentation. False statements are grounds for disqualification.

- Do not include personal information such as age, sex, religious denomination, race, etc., in order to avoid bias and discrimination. Do not include a picture on your resume or hobbies/interests.

- Your resume is a marketing tool that needs to be continually revised and updated.

- Your resume will receive 10-30 seconds of consideration. Make it count!