Writing a Resume

Fonts:

Use traditional fonts for an easy to read/uploadable document:

Times New Roman   Cambria   Calibri   Georgia   Arial

Font Size should be consistent. Go easy on **boldface type**, *italics*, and <u>underlining</u>:

Name **(bold)**: 14 16 18 20 22 24

Body of your Resume: 10 11 12

Margins:

Look at the page layout tab, there is a spot labeled 'margins'. Automatically, Microsoft Word will make your document 'normal' (1" space top, bottom, left, right).

If you feel like you need more space to fit everything, you can change this! Click the arrow.

Commonly used options include:
- 'Moderate' (1"space top and bottom; .75" space left and right)
- 'Narrow' (.5" on all sides: top, bottom, left, right)

Formats:

There are two formats that are generally accepted when it comes to basic resume writing- but there are additional terms/formats you may hear of depending on the industry or path you take.

*Chronological: Highlights your work history in an easy to read format, focuses on the jobs you've had. Most recognized and accepted format.

*Functional: Has almost all of the same sections, but rather than highlighting your work it focuses on the skills and industry experience you have. Best for individuals with very limited experience or employment gaps. Moves the focus to your qualifications rather than history.

CV: Curriculum Vitae goes above and beyond a mention of education and work experience and lists in great detail your achievements, awards, honors, and publications. The CV can be two, six, or 12 pages—depending on your professional achievements. It is most often used for academic purposes.

Sections:

Contact Information should be at the top of the page, and traditionally separated by a line. We suggest placing contact information in the header of the document- this creates more space!

Summary of Qualifications is below the contact information. This is not necessary, but can help summarize a lengthy career or highlight qualifications directly relating to the position you are interested in. It can also add volume if you're lacking experience!

(Professional OR Work) Experience should include the last 7 years of work experience if it can fit, and should be listed in reverse chronological order (most recent on top). Try to put 3-4 bullet points per job, at minimum 2. Never use "I", instead, look up some action verbs to describe what you accomplished. Don't forget to make everything past tense.

Education History can go at the bottom if it has been more than 2-3 years since being in school, or at the top if it has been more recent, if you are currently pursuing a degree, or if your education is directly related to the job you want and will help show you are qualified. If you have a college degree, you do not need to put high school/GED.

Optional Categories: Community Involvement or Volunteer Work, Honors and Awards, Research and Publications, Activities. Use these to add volume to your resume, or to show your passion and dedication to a specific career path.

NOTE: The order and categories might look different depending on if you choose a chronological format or a functional format.

Length:

The length of a resume is a hotly debated topic. Research shows recruiters spend an average of 6.25 seconds looking at a résumé before deciding whether he or she is a fit.

Recruiters spend 80% of that six seconds looking at just six things:
- **Name**
- **Current title/company**
- **Previous title/company**
- **Previous title-- Start and end dates**
- **Current title--start and end dates**
- **Education**

The other 20% of those six seconds is spent looking to see if you have any of the keywords they were looking for.

We suggest keeping your resume 1 page long to ensure a recruiter sees everything that makes you a match. If your experience is all relevant to the field you are applying to, you can have two pages- but only if fills ¾ or more of the page.