General Guidelines for Résumés

1. Try to keep to ONE PAGE, until you have 7-10 years of experience under your belt, then you can expand to two pages. It needs to fill the page.

2. Do NOT use any of the templates from your word processing package! While it may seem to make the résumé writing easier, it is EXTREMELY difficult to make changes or fine-tune a résumé that is written in a template. Take the time now to construct it in MSWord following our format and it will save time in the long run.

3. Use approximately 1" margins on all 4 sides, can go as low as .8" or as high as 1.2" if necessary to fit information attractively.

4. Do not use too many different font styles – choose one or two at most and use them throughout your job search correspondence, you can, however, mix sizes. Don't use larger than a 12 point nor smaller than a 10 point for the body of your résumé. Can use slightly larger (i.e., 14) for section titles or even 16-18pt for name.

5. Name and section titles should be slightly larger, all capital letters and bold type.

6. Reference names and addresses are not included on the résumé. Your reference sheet is a completely separate document. We recommend that your reference sheet have the same header as your résumé, however.

7. Use *résumé paper* for your final copies. We suggest white or slightly off-white. These colors are the most professional.

8. Additional help with résumé writing as well as all aspects of the job search is available from our office. Please contact us with questions!

Font styles shown on this page:

#1 is Arial; #2 is Verdana, #3 is Lucida Sans; #4 is Times New Roman; #5 is Bookman Old Style, #6 is Trebuchet MS; #7 is Century Gothic and #8 is Garamond. The title is Copperplate31ab and is only appropriate for names and section titles. We encourage you to experiment, but don't get too wild. Make sure the font is readable and photocopies well. A good rule of thumb is not to use a font whose letters touch one another (*such as a script.*)