

RESUMES BASIC SET-UP

Follow this guide to help you set up your resume consistently and professionally.

Basics:

- Use neutral colored, weighted resume paper
- Font Size: 10-12pt font size in black
- Recommended Font Styles: Times New Roman, Calibri, or Arial
- Keep document to a single page unless you have extensive work experience (within the last 10 years) that requires two pages
- Consistency: Font, alignment, bolding, etc. should be the same throughout the document
- Accuracy: double-check spelling, punctuation, grammar, and accuracy of information
- Relevance: Tailor your resume to your desired position
- List all experience with current or most recent first
- Be sure to use the proper verb tense when describing current and past experience
- Do not list references, but have available if requested
- Proofread your document more than once and have at least two others proofread it

Header:

- The header of your resume is the first thing that employers will read - keep it simple
- Use bold lettering and a larger font to draw attention to your name
- Use a matching header on your resume, as well as cover letters and follow-up letters for consistency
- Include customized LinkedIn URL (if applicable)
- Use a professional email