



A resume is part of your professional brand. You'll know your resume is in good shape if you are getting contacted for interviews. A recruiter typically screens a resume within a matter of seconds; therefore, it's important to strategically position your content in an appealing format.

Keep the following in mind as you develop your document:

FORMAT

- Margins: Use .5" (smallest) to 1" all around
- Font Size: Aim for no smaller than 10 point for text in the body of the resume, larger font size recommended for name and section headings
- Font Style: Vary the style of the section headings by using bold, all caps, or italics and choose a sans-serif font when possible (includes Arial, Calibri, Franklin Gothic Book, and Helvetica)
- Use of templates: Avoid pre-made templates available on Microsoft Word, Canva, etc. as these may not be screened properly by Applicant Tracking System (ATS) software
- Length: 1 page recommended for most new grads; academic resumes or CVs and federal resumes can be longer
- Order of sections: Consider relevance to job posting (most important placed toward the top)
- Type: Most employers prefer a reverse chronological resume (lists most recent experience at the top of each section); in some cases, a functional or skills-based resume may be appropriate (please review with a career counselor to determine best format for your needs)
- Numbers: Write out all numbers below 10 (one, two, three, etc.) and use digits for 10 and above. Or you can use digits throughout (1, 2, 3, etc.)
- Dates: Use the longer en dash between dates as opposed to a hyphen

CONTENT

DO:

- Maintain a master resume so that you have a complete record of your past experiences
- Consider your resume a marketing document and modify your resume as needed according to position type
- Write in first person without using "I": "Promote events through social media channels (Instagram, Facebook, LinkedIn) by posting marketing material 3 times per week" vs. third person "Promotes events..."
- Showcase Education towards the top of your resume, especially if applying for an internship
- Use short, bulleted phrases with a focus on identifying action steps and quantifying outcomes (refer to the STAR method to describe Situation, Task, Action, Result)
- Incorporate keywords consistent with job posting

DON'T:

- Use passive phrases such as "Responsible for", and "Duties include"
- Avoid using personal pronouns ("my," "our," etc.)
- Include an objective statement; a summary statement is a more effective tool
- Use uncommon abbreviations, jargon, or slang
- Repeat the same verb many times (use the Career Guide's list of action verbs for reference)

Note: These suggestions refer to resumes used for most jobs within the U.S. marketplace. If applying for a position abroad or within the federal government, please meet with a career counselor for additional guidance.