

Formatting tips on creating a Professional Resume

Here are some helpful formatting tips to help you create a professional looking resume.

- Use a font size of 11 point or more; 12 point is ideal.
- Use common fonts such as:

Arial or **Times New Roman**.

Stay away from cute fonts such as:

CurlzMT or **Kristen ITC**.

- Create 1-inch margins on your resume document. If you need to, you can reduce your margin size to no less than 0.6 inch.
- Do not clutter your resume with too many words. Pick key words that will highlight and clearly describe your experiences. Leave white spaces throughout the document so that the resume does not appear unorganized.
- Use bullets and tab stops to emphasize items and create a document that is easy to read.
- Be consistent in your formatting throughout the document. Use the same fonts, bold, italics, underlining, spacing, font sizes, and order of information throughout each section to show uniformity in your document.
- Proofread your work. Do not rely on your computer's spell check and grammar check. Your computer will not know if you handled "cash transactions" or "lash transactions."
- As much as possible, keep your resume to one page. However if you have a two-page resume:
 - Be sure your name and page number appears at the top of the second resume page, in case the pages get separated.
 - Do not print up a two-sided document. Print each resume page on its own piece of resume paper.
 - Do not staple the pages together. Using a paper clip is acceptable as long as the paper clip does not damage or create an indent on the resume document.