RESUME WRITING TIPS:

Font: Use easy to read fonts such as Times New Roman/Calibri or any standard looking font. Stay away from all dark font or cursive fonts. You want to make sure people can read about your experience and what you offer.

Font Size: Use 12 font whenever possible. If you must choose a smaller font size use 11, but do not go under 10. A font size of 10 should be last resort and should be used after adjusting page margins first. Often that can give you more room and you can keep font at a decent size.

Font Color: I would stick to the traditional black font. Some splashes of another color here and there is ok, but you want to make sure the focus stays on what you offer to the employer. A fancy resume can often be looked at as that "a fancy resume." You want employers to see what you offer along with a nice looking resume.

Graphics/Photos: This is dependent upon the industry you are trying to join. For example if you are applying for graphic designer job and want to add a graphic or photo to your resume to enhance its look, it may be more acceptable than say someone applying to be an Administrative Assistant at an office. However, adding graphics, pictures or even a picture of yourself is always a risk as you can never be sure what the hiring manager will think. *When in doubt keep it simple and about your experience!*

Page Margins: <u>Always start with One-inch</u> margins on all sides. If more room is needed feel free to adjust as needed, but do not go under 0.5 margins on all sides as your document can get cut off when printed. Using 0.5 margins should be last resort as well.

Saving your resume: Save your resume as both a Word Document and as a PDF. When you save it as a PDF it's like taking a picture of all of your information and locking it in place. This helps greatly when a potential employer goes to print your resume as typically all information stays in place. Sometimes when a Word document is submitted into a job database, it becomes distorted/scrambled out of place depending on the system that employer is using. So when possible always submit a PDF version of your resume whether through a database or if sending a simple e-mail. Please note, not all databases will accept PDF's, if that is the case simply submit the word document.

Templates: Templates can be your best friend or your worst enemy. We advise staying away from templates because they are not as easy to edit as a resume that you created from scratch. Features/coding embedded in the resume make it difficult to edit a resume when you want to add more items, delete or completely restructure your resume.

Building your resume: You can simply use one of the samples we provide for you based on your experience/field or you can build it on your own. Again when building it on your own, use a blank Word Document and work your way through typing and adjusting everything yourself (sections, bullet points, dates, margins, fonts, etc.). In the long run you will be grateful you did this as you learned your resume and can easily edit it when you need to for the rest of your career.

Listing jobs: Always list most recent job first and then work your way backwards in order. Do not list newer jobs at the end of your resume.

Test Print: When resume is complete, do a test print to ensure everything is visible when printed. Some jobs may print resumes and some information you provided may be cut-off. Better to be safe than sorry as employers may quickly move to the next candidate.