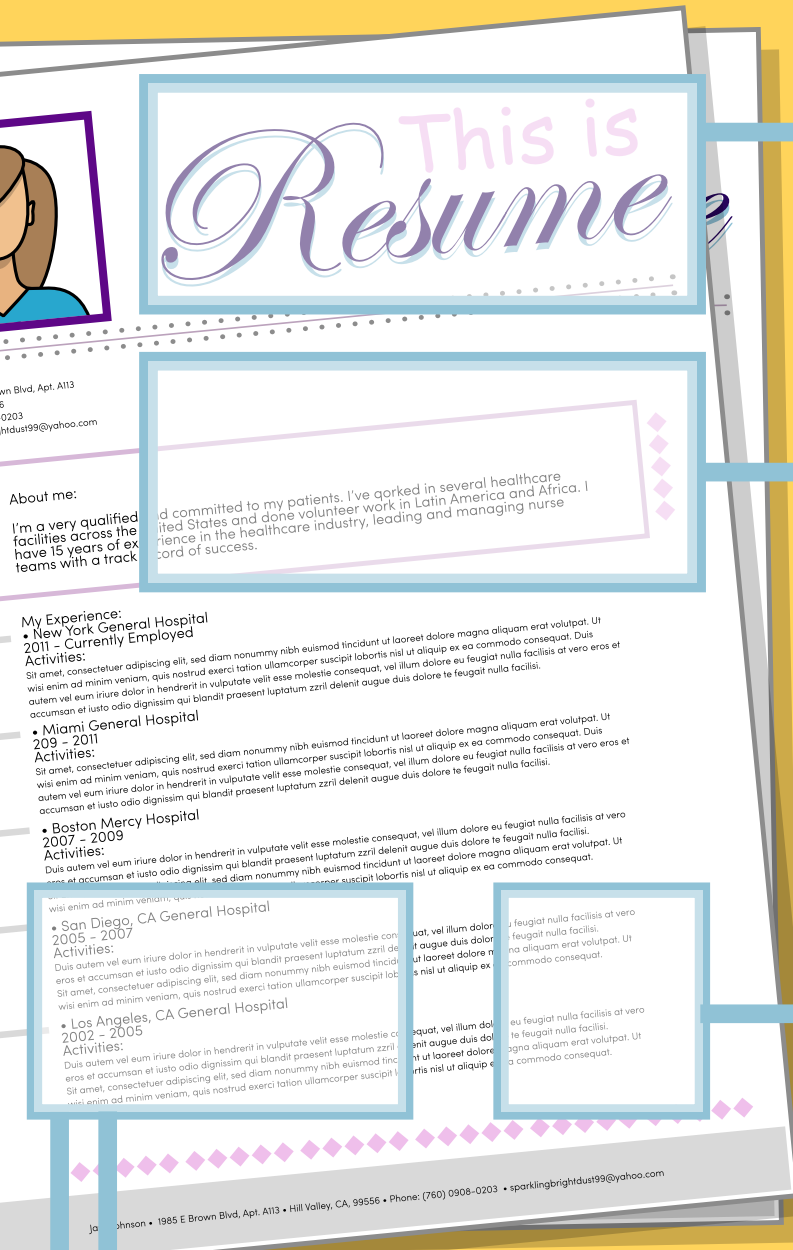


SECRETS OF RESUME FORMATTING

REVEALED!

You won't land a job with a messy resume.

Use these formatting tips and tricks to help craft a clear and concise resume that gets noticed.



Font Type

- Nothing fancy needed — or wanted.
- Select a standard font that will be recognized by an automated applicant tracking system and just as easy for humans to read.

Best practice:

Times New Roman or Arial

abc / abc

Font Size

- Don't make it hard to read your resume.
- Don't drop the point size of text to squeeze more into your document.
- Don't bump up the point size of text to hide empty space.

Best practice:

Text sized at 10.5 or 11 points

Spacing

- Stick with single spacing of text ...
- ... with double spacing between sections.

Trick:

Try double spacing between sections (but no more than that) if your resume falls short of filling out a single page.

Margins

- Keep to standard 1" margins at the top and sides of your document.

Trick:

Squeeze in a little more text by increasing the right and left margins by no more than ¼ inch and the bottom margin by no more than ½ inch.

Organization

Best practice:

- Use
 - bullet
 - points
- to summarize your experience

References

- You and an interviewer already know references will be necessary after the interview stage.
- Include references on the job application or have a list ready during an interview.

Best practice:

Skip the phrase "References available on request."

