



A resume is a written document that contains a summary of your experience and educational background. Read through the checklist below to make sure your resume follows standard resume rules and guidelines.

## Overall Guidelines

- Stick to 10-12 point font size AND one font style. Pick a font style that is legible and easy to read such as Times New Roman, Arial, or Calibri.
- Use bolding, italics, or CAPS sparingly to emphasize key text such as section headers, university/company name, job title, etc.
- ½ - 1 inch margins are standard. Margins should be consistent along all four sides.
- Utilize your white space appropriately. Make sure to balance white space and text.
- Organize information according to what's most relevant to the employer. Relevant information should be placed closer to the top of your resume.
- Don't clutter your resume with nonessential, irrelevant information such as an Objective or Summary statement.
- Be consistent in formatting, position of certain text, location of bullet points, etc.
- Align all dates to the right to balance out content and separate out information.
- Do not use pronouns: I, me, my, their, our, etc.
- Do not include references on a resume.
- Strive to keep resume one page in length. Do not exceed two pages.
- Make sure your resume is free of typos and grammatical errors.

## Header

- Include your name, phone number, and a professional email address at the top of your resume. Add a personalized LinkedIn URL link to your profile.
- Emphasize your name by increasing the font size by several point sizes or bolding it.

## Experience

- Organize your experiences in reverse chronological order.
- Include company name, your job title, city and state, and dates of experience (start and end date).
- Pick either your job title/roles or company to bold.
- Use bullet points to list job responsibilities AND accomplishments/improvements – employers are really interested in these.
- Start your bullet points with action verbs. Vary your choice of verbs. Your verb tense should be in the same tense as the experience: past experiences should include past-tense verbs (compiled, created, etc.); current experiences should include present-tense verbs (compile, created, etc.)
- Keep bullets under two lines.
- Use digits (#, %, \$) when writing out numbers. It improves readability and saves space. Example: Supervised 5 employees; Increased sales by 15%; Collected \$300 for fundraising event.

## Education

- Include name of university, city and state and degree.
- List the name of your degree and major. Example: Bachelor of Science in Biology
- List your relevant academic achievements.