Tips for Designing Your Resume

There are SEVERAL things to consider as you design and format your resume. It is recommended that before you submit it you have AT LEAST two other people review it with their "fresh eyes" for formatting, content and overall appearance. **(NOTE: There is one intentional error on this page. Can you find it?)**

SPACING:

- Have enough white space so that the reader is not turned off by any overcrowding.
- Does it look too "empty"? If so, consider using a border to "fill in" some white space.
- Does it look too jam-packed? If so, consider a different font altogether or a smaller font size. (Just be careful; should not be smaller than 11-font for the reader.)

CONSISTENCY:

- Are all headings done the same way? (any combination of font type, size, bolded, underlined, italicized)
- Is the spacing before and after each main heading the same?
- Are the bullets you used the same size and same type for the same type of information?
- Are your tabs, margins and spaces the same throughout?

FONT:

- Have you used the same font for the same type of information?
- Have you used too many font types? ...too few for effect?
- Is the font style appropriate for the job applied for? (too casual?)
- Is the font size too big or small?

LANGUAGE:

- Never, ever use the first-person ("I", "mine", "my", "our" etc.)
- Use the "active voice". Start phrases with action words to best describe what you did.
- Avoid acronyms that people are not familiar with.
- Do not use slang.

OTHER:

- Keep it short and succinct. One to two pages should be sufficient to convey your accomplishments etc.
- Use neutral but good quality paper. Choose white, off-white, buff or cream colours.
- Print on a good quality printer. Do not send in a photocopy.
- Avoid using resume templates (too "cookie-cutter"). Your resume will look like every other person's who used the same template. Also is less flexible for editing/formatting changes.
- Never staple other documents (e.g. cover letter) to your resume. Use a paper clip.
- Never fold your resume. Mail it in a 9" x 12" envelope or submit it in a file or folder.