

Resume Tips

- Make it easy to read: Use a plain font in 10- to 12-point type.
- Focus on information that is relevant to the employer and the job.
- Keep your resume short: In general, a new grad's resume should be one side of a single page, but can run longer if your experiences and skills are relevant to the job.
- Include keywords taken directly from the job description.
- Quantify your results, if possible.

Courtesy of the [National Association of Colleges and Employers](#).

- Make sure your resume is easy to read
- Try to limit your resume to one page
- Keep a one-inch margin on all four sides of the page
- Use simple, everyday language
- Use very short sentences
- Give the facts but don't explain too much
- Double space between sections
- Single space within sections
- Bold or CAPITALIZE section headings so they stand out
- Use bullets (•) when creating a list
- Avoid fancy fonts like outline, script, or other difficult to read styles
- Avoid artwork and decorations
- Proofread for spelling and grammatical errors

Source: How to Write a Resume; Harry Dahlstrom 2014