



Hornet Hub Resource Center: Resume Formatting Basics

Getting Started

Start in a blank Microsoft word document just like you would begin to type an essay. **We do not recommend** using “resume templates” (i.e.: Microsoft Word, Google, etc.). We have many sample resumes available as a guide as you determine the style you are most confident in. Use the following formatting tips as you begin to craft your resume - your personal marketing tool.

Length

- **1 page** is standard length for entry-level resumes
- **2 pages** maybe acceptable with additional experience/education

Margins

- Keep your TOP/BOTTOM margins and LEFT/RIGHT margins consistent
- No less than .05" and no more than 1.0"

Font

- **Size:** Use 11-12pt. font (your name should be bigger but no more than 16-18pt.)
- **Type:** Use a professional looking font such as Times New Roman, Calibri, or Trebuchet

Headings

- Divide your resume sections with clear headings
- Left alignment (preferred) or centered
- **Bold** POSSIBLY ALL CAPS (Preferred), may include a bottom border line

Paper

- Laser print your resume on quality 8.5x11 inch bond paper that is white or off-white
- The ALCC has resume paper available

Bullets

- Use bullets, not paragraphs
- Avoid using dashes, arrows, and checkboxes
- Each bullet should start with an action verb and show the specific results of your work and/or what you did

Consistency

- Be consistent with...
- **Bolding/Underlining** section headings
- 1/20/17 or January 2017
- NY or New York
- Using a dash or the word "to" in dates (Sept.-Oct. or Sept. to Oct.)

Email Delivery

- Before sending off your resume in an email, be sure to save it as a PDF to ensure the formatting does not change