

Resume Content and Formatting Basics to Keep in Mind

CONTENT	FORMAT
<p>No “I,” “my” or “me” is used on your resume. Your resume is written in the first person, but you don’t use it literally.</p> <p>TIP: “<i>Pretend</i>” that you’re using “I” and then drop it. For example, <i>[[I] Collected and entered information into local database; [[I] Analyzed data and created a report which was submitted to the Program Director. (The “I” isn’t included, it’s assumed.)</i></p>	<p>No spelling, grammar or typographical errors. Check and double-check and have someone else review your resume. You will get de-selected very fast for spelling/grammar errors. The only exception to this rule is that the statements that you use to describe your experience will, generally, not be complete sentences and that’s ok. That’s part of how resumes are written. But spelling mistakes and unclear statements are not acceptable.</p>
<p>The first 1/2 of your resume is “prime real estate” so be sure that you put the most important things closer to the top.</p>	<p>Stay consistent with all formatting: spacing, bold, underline, etc. (e.g., If you bold your schools at the top, then all the names of places listed in your experience and volunteer sections should also be bolded).</p>
<p>Your resume should reflect the required/preferred qualifications of the job or internship you’re looking for. Watch what they emphasize and highlight that in your resume.</p>	<p>Headings or the first word in each heading line should be consistently capitalized.</p>
<p>Use industry language to demonstrate your knowledge of the organization/field (e.g., If they frequently talk about being “client-focused,” be sure you mention working with clients in the past, if you have done so). You’ll see their common language on their site and in the job description.</p>	<p>“Your Name and page 2” should be in the header of the second page, if you go on to a second page.</p>
<p>Quantify in your job descriptions (details are key in a resume).</p>	<p>Resume should always fill the page but not go over. Adjust your margins if you need to.</p>
<p>Include specific tools/technology that you used for projects or on jobs (e.g., Excel, Access, SPSS).</p>	<p>Margins generally be: 3/4" to 1" (with left and right — same; top and bottom — same)</p>
<p>Make sure that each of your experiences includes: the name of the place, your title, city, state, dates and description.</p>	<p>Font sizes: Name — largest thing on the page = 14-20pt; Contact info = 10pt.; Text = no smaller than 11pt.; Headers slightly larger than general text = 12-13pt.</p>
<p>You will not include your photo, gender, age, marital status or sexual orientation on your resume.</p>	<p>Length: Most undergrads and recent grads will have a one page resume. If you have an extensive work history, then your resume can be two pages maximum (federal resumes are longer).</p>

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High school comes off after sophomore year.	Paper: Print your resume on resume paper. The paper is slightly heavier than regular print paper. Pick a color that is light and neutral. This will allow for your resume to be photocopied easily. Use the same color paper for all of your documents (resume, cover letter, etc.).
If you use acronyms, make sure that you write out the full name the first time that you list it — e.g., Georgia State University (GSU).	When sending your resume electronically, always save it as a PDF.

Common Resume Mistakes

- Using “I,” “my,” “me,” or “we” in your resume.
- Making your name at the top of the page too small. Use at least 14 point font. Do not exceed 20 point font.
- Using odd/crazy font styles/colors. Common fonts to use would be Arial, Times Roman, Calibri or Garamond.
- Being inconsistent in style and formatting (e.g., if you use periods in a bullet point description, use them throughout the entire resume; keep tabs aligned).
- Including personal information, such as social security, marital status, citizenship, gender, photographs and date of birth (some personal information is allowed in federal resumes).
- Being inconsistent in your action verb tenses (e.g., using present tense in descriptions of jobs where you no longer work).
- Overcrowding your resume or making the font too small.
- Repeating information in multiple areas of resume.
- Simply typing in what your job responsibilities were. Employers want to see more than job descriptions; they want to see results and details (e.g., If you coordinated programs for another organization include names, titles and attendance or results of those programs).
- Using acronyms without first writing them out (e.g., NATO, ACLU, USDA).

