

Resume Editing and Formatting Tips

- Avoid long, wordy paragraphs. White space is desirable and gives the eye a rest.
- Remove words that don't add value to statement.
- Don't use first- or third-person.
- Use bullets, numbers in numeric form, symbols (i.e. %) to highlight information.
- Use bullets to organize information and show results.
- Try to keep resume to 1-2 pages, but don't cram just to adhere to this guideline.
- Use 11 and/or 12-point font for body of resume. Anything smaller is too difficult to read.
- Use a professional email address.
- Use headers, footers, and page numbers for a polished, professional look.
- Put contact info in header to save space and allow contact info to carryover to next page.
- Make sure your name "pops" by using bold and larger font (but not too big!). Address, email, and phone can be in a smaller (10 pt) but readable font.
- Don't force your resume into a template. Templates are guides only.
- Remember that excellent grammar is essential:
 - Use past tense and action verbs consistently
 - Avoid passive verbs
 - Use commas consistently when listing items
 - Use ending punctuation consistently, especially with bullets
 - Proofread by reading out loud. Then have a trusted friend or two proof again.
 - Use spell check but be aware that it won't catch everything
- Limit number of bullets. Try 3-6, depending on job. Not all jobs need bullets or text.
- Group like items into one bullet. For example: "Reconciled cash accounts, performed month-end closeouts, and invoiced clients . . ."
- Omit unnecessary information:
 - Details for jobs > 15 years old
 - "References Available Upon Request"
 - Personal information such as interests, hobbies, children
 - Trainings or certifications that lack substance or relevance or are outdated
- If resume is more than 1 page, make sure the page break is in the right place.
- Use a standard font type, and test by viewing on another person's (older) computer.
- Preview your resume online, if possible.