

RESUME FORMATTING GUIDELINES FOR MAXIMUM READABILITY AND SCANNABILITY

- ⇒ Left justify the entire document and eliminate the use of tabs
- ⇒ Use fonts such as Arial, Veranda, Calibri and Times New Roman
- ⇒ Use 11 to 14 point fonts, 12 is most common, anything smaller will cause problems for scanners
- ⇒ Avoid *italics*, *script*, underlining, graphics, or shading
- ⇒ Boldface is accepted by most scanners but use it sparingly. CAPITAL LETTERS can be substituted
- ⇒ Do not vary the font style or size within the main body of the document
- ⇒ Do not put a period at the end of a bullet point; as it should not be a complete sentence
- ⇒ Do not use (parenthesis) or [brackets]
- ⇒ Use a 1” margin all the way around , nothing less
- ⇒ Do not use a compressed or extended spacing of print
- ⇒ Minimize use of abbreviation unless they are recognized industry terms, i.e., ICU or ER
- ⇒ Do not use complex layouts/ templates or double columns (newspaper) format
- ⇒ **Have two or more others proofread and critique you resume for accuracy and impact**
- ⇒ If employers request that you fax your resume, set the fax on “fine mode”. It takes longer but it will be more readable; print your original on high quality paper so it will be “scanner-friendly”
- ⇒ When printing for an interview always use white or light colored paper (white, eggshell, light beige) for high contrast between print and paper; use 8 1/2” x 11” paper, printed on one side only
- ⇒ Use a laser printer for best results
- ⇒ Do not fold your resume. A crease may make a line of type difficult to read, fax or scan. If you must fold for envelope purposes, be certain the fold does not occur along a line of text
- ⇒ Do not staple pages together
- ⇒ Always bring originals, never copies