

Formatting a Resume

There are correct and incorrect ways to format your resume in MS Word. The correct technical way will make editing easy and ensure your resume prints perfectly every time.

Resumes are broken into three basic areas: name and contact information, education, and work experience. Additional content such as an objective, coursework, skills, and activities will be added as needed.

Margins

To start, open a new Word document. Set your margins to 1 inch on the top, bottom, left and right. To set the margins click on "File" then "Page Setup..." A window will pop up which will allow you to change the margins of your document.

The margins can be set as low as 0.75" up to 1.25" as required to fit all the information in your resume on one page.

One thing to remember when setting your margins, the top and bottom margins need to be the same size. What ever size your top margin is, your bottom margin needs to be the same. The same holds true for the left and right margins.

Fonts

The first few lines of your resume will be your contact information. This section should include your name, email address, mailing addresses (permanent and present), and phone numbers. Your name will be on the first line and should be a larger font than the rest of the resume.

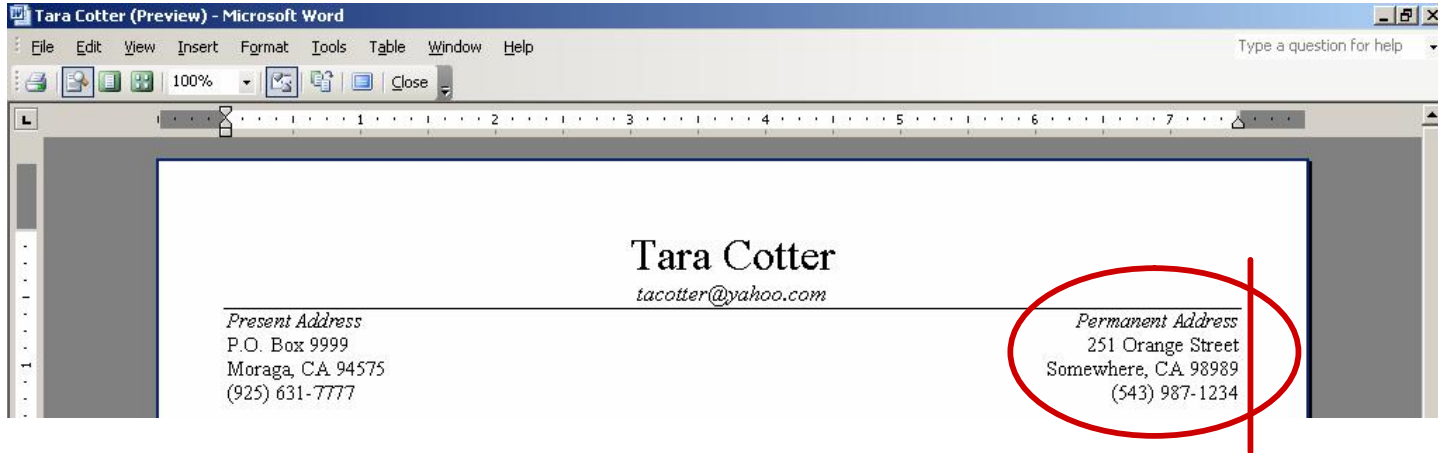
A general rule for the size of your name is 4 point sizes larger than the body of your resume. This is only a general rule. The size of your name is up to you and what you think looks nice. Keep in mind the overall visual balance of your resume when choosing your font size.

Font style is way to make your resume unique. You may use fonts other than Times Roman as long as they are easy to read. Certain fonts are easier to read at smaller point sizes. Generally fonts without serifs are easier to read at smaller point sizes than fonts with serifs. Serifs are the small "tick" marks that finish a letter. For example, this **T** does not have serifs and this **T** does.

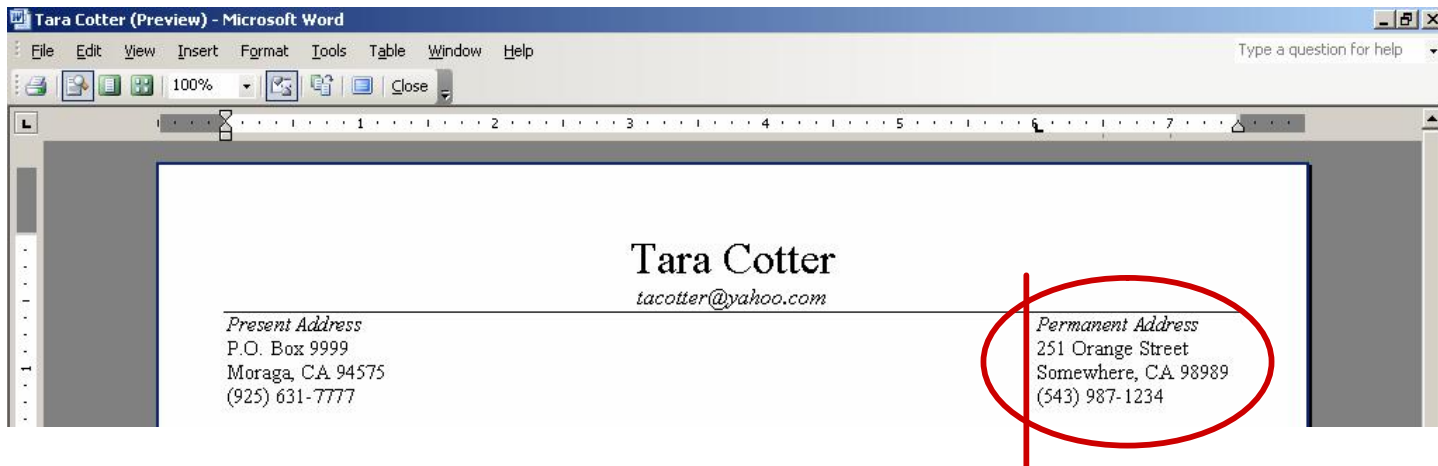
You may choose to call attention to certain parts of your resume by making the font bold, italicized, or underlined. For example if you want to highlight your employers names you can bold them but be sure that you bold each and every one. Be consistent with your formatting.

Tabs

Your address, email and phone will be on the lines after your name. The addresses can be justified on both the left and right margins as shown,



or they can both be left justified as shown,

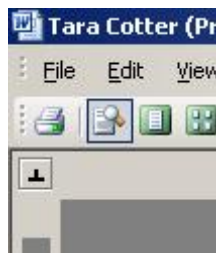


In either case you will use tabs to format your addresses.

The easiest way to put tabs into your resume is to use the tab selector in the upper left corner of your word document. There are three different kinds of tabs, left justified tab, center justified tab and right justified tab. To select the tab you want to use, click on the tab selector in the upper left corner of the new document.



Left Tab



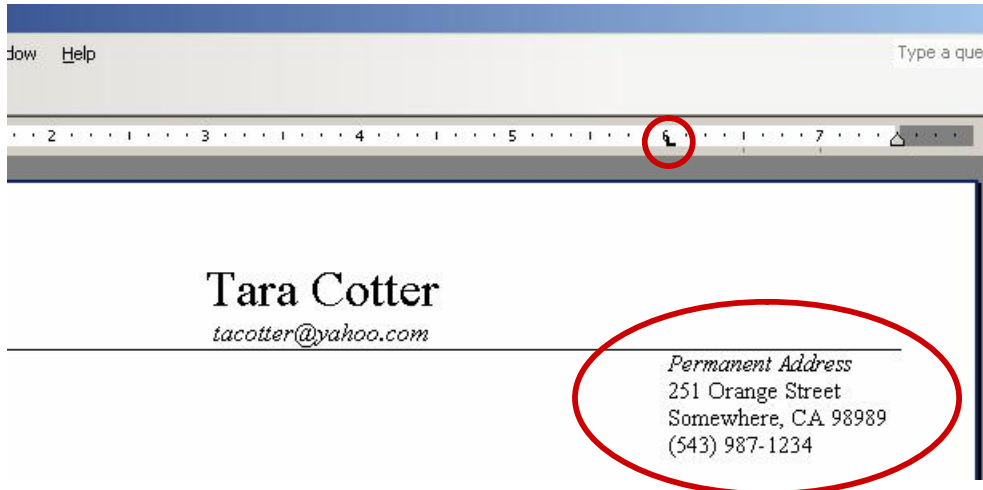
Center Tab



Right Tab

Once you have selected the tab you want to use, you will place it on the ruler at the top of your document. To do this, put your cursor on the ruler where you think you want the tab and click. If the tab is not quite where you want it to be, simply grab it with your

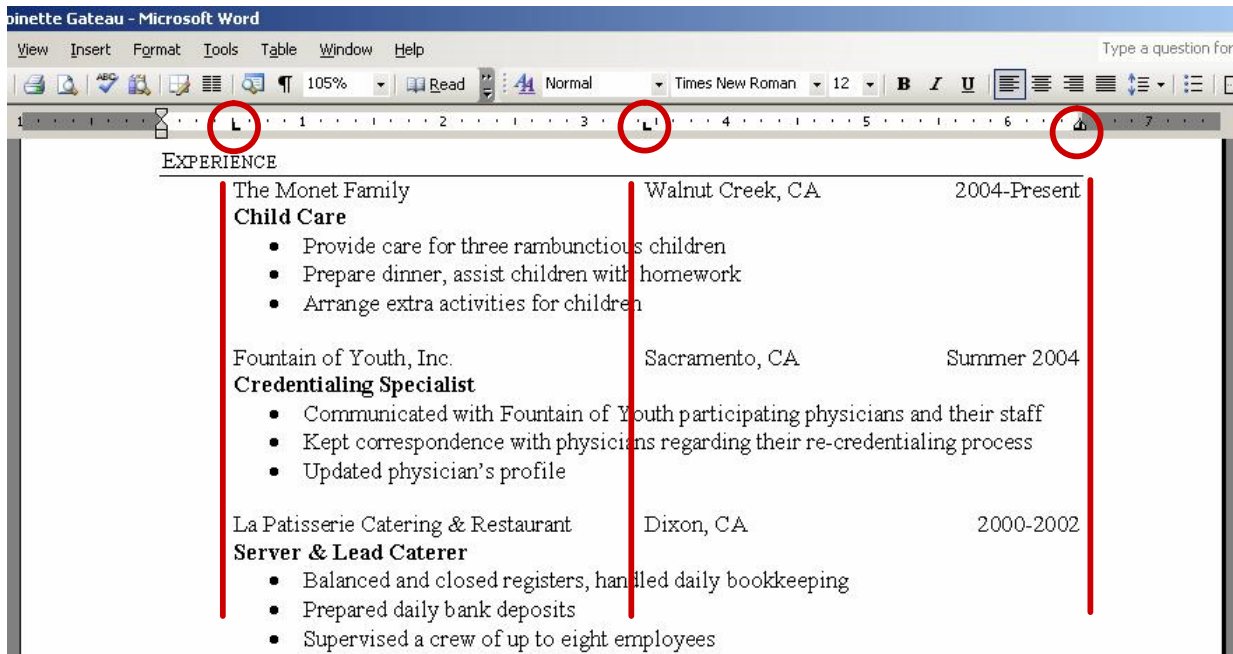
cursor and slide it to the desired location. You can use as many tabs on a line as you need.



The tab inserted on the sample above left justifies this student's address.

If you do not have a ruler at the top of your word document when you open it, click on "view" and then "ruler" to place the ruler at the top of your document. Having some toolbars at the top of the document will also be helpful. As a minimum, you can click on "view" and "toolbars" and select "standard" and "formatting."

When entering work experience you might use multiple tabs on a line as follows

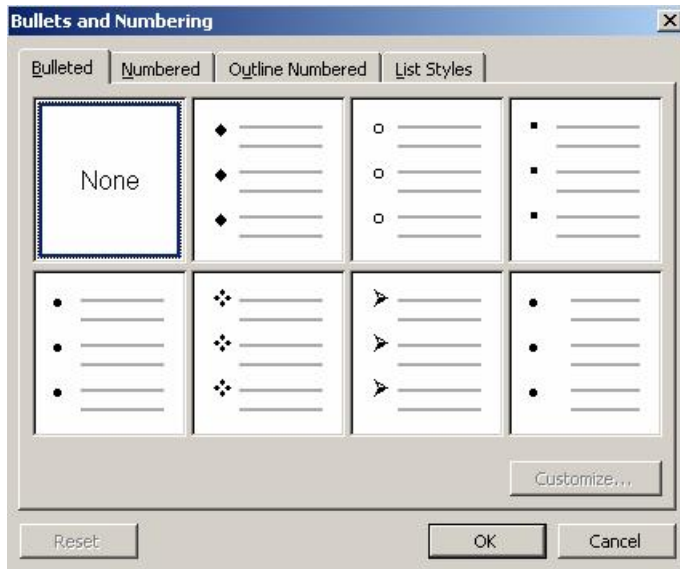


These tabs line up the name of the employer, location and dates employed. **Note:** the employer and location are lined up using left justified tabs and the employment dates are lined up along the right margin using a right justified tab.

Bullets and Symbols

A common way to mark important points in your resume such as job responsibilities and course work is to mark them with bullets.

To place a bullet on a line click on “Format” “Bullets and Numbering...” A window will pop up with bullet choices. You may choose any style bullet you like but be consistent with your bullet choice through your resume.



You may choose to include bullets in the middle of a line as shown in the following resume. This can be achieved by putting a bullet on the first item as described above. For the remaining bullets on a line you will insert tabs to move the text to the desired location then insert a symbol before each point you want bulleted. To insert a symbol click on “Insert” “Symbol...” Choose the symbol that matches the bullet you selected for the rest of your resume. The Webdings and Wingdings fonts are the best places to look for a symbol that will match your bullet. If the

symbol is not the same size as the other bullets in your resume, just resize the symbol in the same way you would resize a font. Remember, the bullets throughout your resume should all be the same style and size.

Brad Pitt

1277 Shiloh Drive
Angelinaville, CA 94575

bpitt@stmarys-ca.edu
925.555.1234

Education

Saint Mary's College of California May 2006
B.S.E. Business Administration, Honors Concentration in Financial Services
Economics Minor GPA 3.9

Coursework

- Accounting
- Financial Management
- Money, Credit & Banking
- Economics
- International Business
- Marketing of Financial Services
- Calculus
- Business Ethics
- Public Finance
- Statistics
- Honors Forum (Finance)
- Latin

Borders

Borders are another way to make your resume unique and can be used in a variety of ways.

Brad Pitt

1277 Shiloh Drive
Angelinaville, CA 94575

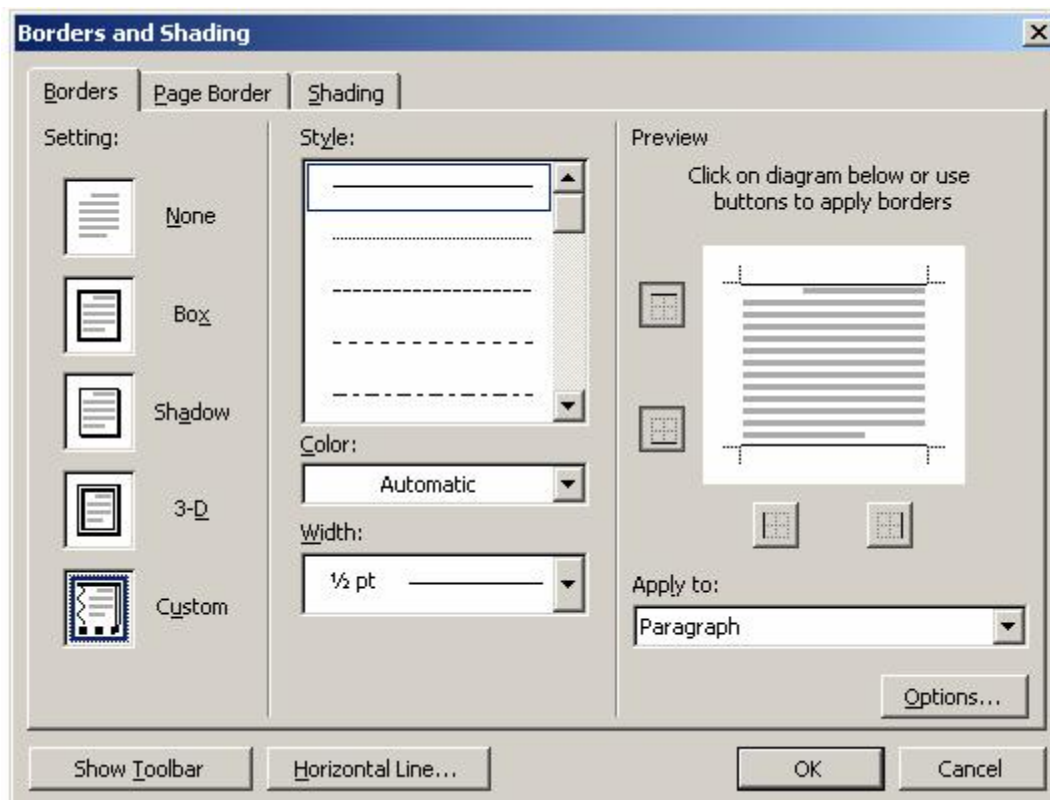
bpitt@stmarys-ca.edu
925.555.1234

Education

Saint Mary's College of California May 2006
B.S.E. Business Administration, Honors Concentration in Financial Services
Economics Minor GPA 3.9

Coursework

To place a border in your resume highlight the line you want to add a border to, then click on "Format" "Borders and Shading..." A window will pop up that gives you choices for borders and shading. Click on the "Borders" tab at the top of the window. You will most likely use the "Custom" option and define where you want the border to be in your text. Choose a style of border and then in the "Preview" side of the window click on the parts of the text where you want a border applied.



Spacing

College resumes should be one page. If you are in the enviable position of having loads of experience you may find it difficult to get all the information on one page. Reducing spacing can help get all that wonderful experience on one page. There are some simple ways to get additional space.

1. Reduce your margins but remember not to make them smaller than 0.75"
2. Make the spaces between sections smaller by making the font size for these spaces smaller. You can make the font size as small as 3 pt.
3. Use a smaller font. If your resume is point size 12 consider using 11 pt. or even 10 pt. However, if you use 10 pt. you may need to change to a font without serifs (see page 1 about serifs).
4. Rather than listing a section heading on one line and the information on the line below, consider left justifying the section heading and starting your information on the same line.
5. You do not need to include all jobs that you have ever held. List only the ones that show the skills you have learned as they relate to the positions for which you are applying.

If on the other hand you have been very focused on academics and extracurricular activities and have very little work experience you can make your resume look fuller by doing a couple of things.

1. Come to see a career counselor. They will help you see that even the most menial job taught you valuable lessons that make you a desirable employee and will help you word your responsibilities in a way that make you shine.
2. Much like a job, those extracurricular activities taught you skills that may be transferable to an employment setting. Once again, see your career counselor for help with wording.
3. Increase the margins of your resume to 1.25".
4. Place section headings on a line by themselves.

Troubleshooting

When entering the information for your resume things can sometimes go horribly wrong. Or so it seems! Do not panic. The majority of the time the “error” is due to a misplaced tab or use of the wrong kind of tab or hitting the space bar too many times.

You can determine a whole host of errors by putting the formatting marks into your resume. These marks show where every tab, space, and carriage return (enter key) you entered is located. To see the formatting marks in your resume look at the toolbar at top of the document (see page 3 for more on toolbars). Click on the “paragraph” symbol that looks like ¶. Magically, all the formatting for your resume will be visible. Every time you press the tab key, or the space bar, or the enter key one of these marks will show up in your document. Look at the problem area and make sure that the formatting is what you want it to be.

Key to Formatting Marks

¶	Enter
→	Tab
·	Spacebar

When you have solved your “problem” click on the ¶ again and the formatting marks will disappear.

Ending Notes:

Some important things to look at before printing your final copy on resume paper are consistency in fonts, bullets, alignment, and spacing. Remember that this document is the first view the employer will have of you. A resume that has consistent formatting will show off your experience. A resume that has inconsistent formatting will stand out as the resume of someone who could not be bothered with taking the time to impress the employer.

Please don’t underestimate the value of spell-checking your resume. After spell-checking, ask a friend to proofread your resume. There may be errors spell-check does not pick up, that your eagle-eyed-friend will.

Remember, if you have any questions about any aspect of your resume, call the Career Center. We have trained professionals just waiting to help!

The following 3 pages show the same resume formatted using different fonts and borders. The last resume is a very poorly formatted resume. See if you can find all 15 mistakes.

MARIE ANTOINETTE GATEAU

P.O. Box 1755 ~ Lafayette, CA 94549 ~ magateau@conciergerie.gov (925) 924-6421

OBJECTIVE

An internship with Wells Fargo.

EDUCATION

Saint Mary's College of California, Moraga

B.A.: Business Administration; Minor: Sociology **May 2006**

Coursework: Accounting 1 & 2, Microeconomics, Macroeconomics, Business Statistics, Finite Math, Law & Business, Financial Management, Marketing, Organizational Theory, Ethical, Social and Political Issues, Health & Illness, Immigrants and Refugees

RECOGNITION

- Presenter at 2005 Lascaux Universite Anthropologie/Sociologie Undergraduate Research Conference
- High School Junior Varsity and Senior Varsity Captain of Volleyball Team
- Co-captain of Saint Mary's College Club Volleyball Team for three years

EXPERIENCE

The Monet Family Walnut Creek, CA 2004-Present

Child Care

- Provide care for three rambunctious children
- Prepare dinner, assist children with homework
- Arrange extra activities for children

Fountain of Youth, Inc. Sacramento, CA Summer 2004

Credentialing Specialist

- Communicated with Fountain of Youth participating physicians and their staff
- Kept correspondence with physicians regarding their re-credentialing process
- Updated physician's profile

La Patisserie Catering & Restaurant Dixon, CA 2000-2002

Server & Lead Caterer

- Balanced and closed registers, handled daily bookkeeping
- Prepared daily bank deposits
- Supervised a crew of up to eight employees
- Responsible for set-up and break-down of large events

SKILLS

MS Word, Excel, Access and PowerPoint, Workbench, Group Wise 6.0

ACTIVITIES

Program Board Treasurer, Volunteer for the San Francisco Homeless Shelter, Club Volleyball Team Member

Marie Antoinette Gateau

P.O. Box 1755
Lafayette, CA 94549
magateau@conciergerie.gov
(925) 924-6421

Objective

An internship with Wells Fargo.

Education

Saint Mary's College of California, Moraga

B.A.: Business Administration; Minor: Sociology **May 2006**

Coursework: Accounting 1 & 2, Microeconomics, Macroeconomics, Business Statistics, Finite Math, Law & Business, Financial Management, Marketing, Organizational Theory, Ethical, Social and Political Issues, Health & Illness, Immigrants and Refugees

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Marie A. Gateau

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Activities

Program Board Treasurer, Volunteer for the San Francisco Homeless Shelter, Club Volleyball Team Member

NOTE: This is an example of how not to make a resume. There are 15 formatting errors.
Can you find them all?

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