

Basic Résumé Formatting

Most employees prefer a one-page résumé. Even if a résumé is longer, it must be concise, clear, and organized. Use a 10 to 12-point font size. Use white paper or off-white paper that weighs between 20 to 24 lb.

Typeface and Font

Serif and sans-serif are font typefaces you can use to organize your résumé by creating a hierarchy of information. Serif fonts have structural strokes on the letters, and sans-serif fonts are without structural strokes on the letters. Use a sans-serif font for headings, and use a serif font for body text. Refer to the examples of one serif font and one sans-serif font.

Serif (Times New Roman)	Sans-Serif (Arial)
-------------------------	--------------------

The two typefaces will help guide your reader.

- Use sans-serif fonts to stop the eye. They are best for titles and headings to help the reader quickly locate information.
- Use serif fonts to help keep the eye reading along the text. They are best for body text.
- Remember to keep the fonts consistent. You should stick to two fonts, such as Times New Roman and Arial.

Online Résumé

Remember that online résumés may require a different format.

- Many scanning and email programs limit how you can format your résumé. They will not accept underlining, italics, graphics, lines, unusual typefaces, parentheses, or boxes.
- Create a PDF version of your résumé to ensure that your formatting is consistent, by whatever means it will be read. Most Microsoft Word software will convert your document to a PDF file.

References

If you have room on a one-page résumé, state that references are available upon request. However, you should have a list of your references with names, addresses, and phone numbers on a separate sheet of paper to hand to the interviewer if requested.

See the next page for an example of a properly formatted professional résumé.

Monica B. Johnson
monica.johnson@sjsu.edu

4235 1st Street
San Jose, CA 95112
Mobile: (408) 555-3255

2805 Range Line Ct.
Lake Park, CA 53092
home: (555) 542-1111

Education

San José State University San Jose, CA

- Bachelor of Science degree in Marketing, expected graduation in May 2013
- GPA: Overall – 3.5; Major – 3.8
- Dean’s Scholar: spring 2011, fall 2011, spring 2012

Lake Park High School Lake Park, CA

- Class of 2009
- Future Business Leaders of America, Communications Director

Experience

Spartan Daily Campus Newspaper San José, CA

Advertising Staff, Spring 2012-Fall 2012

- Developed and maintained client relationships
- Designed and illustrated original artwork
- Managed the advertising sales and production of the newspaper

Warp Technologies Sunnyvale, CA

Marketing Intern, Summer 2012

- Assisted in planning and executing local and national in-person and viral campaigns
- Managed social media presence on company blog, Facebook, Twitter, and YouTube
- Drafted and proofread various written materials, such grant-related correspondence

Campaign for State Senator Bob Dutton Rancho Cucamonga, CA

Campaign Worker, Summer 2009

- Distributed campaign materials
- Performed administrative office tasks

College Activities

Latino Business (2009-Present)

Club Tennis (2009-Present)

Advertising Club (2009-Present)

Full Circle Farm Volunteer

Skills

Experience with graphic design and video editing programs, such as Photoshop and InDesign.

References are available upon request.