A Guide to
RESUME WRITING

FORMATTING

- Even spacing and text alignment
- Consistent use of bold, caps, italics, and underlining
- Font size 10-12pt. Nothing fancy
- Avoid templates and tables

PAGE LENGTH

- One page is traditional for college students
- Two pages are acceptable in some fields, as long as the content is relevant

COMMON SECTIONS

Contact information
Objective*
Summary/Profile*
Education
Experience
Activities/Organizations
Skills
*Objectives are optional and Summary/Profile sections are often best after years of experience

REFERENCES

- References should be saved as a separate document, NOT put on the resume
- Match the header and font to the resume
- Three references is standard

RESUMES DO'S & DON'TS

RESUME DO'S

- 0.5-1.0" margins
- Use 14pt + font for your name
- Use a simple font (Cambria, Times New Roman, Garamond, Arial, Calibri)
- List in reverse chronological order

RESUME DON'TS

- Use 14pt font or larger for your text content
- Use font smaller than 10pt
- Include images and pictures
- Switch font styles throughout
- Use colors too light or too bright

GOING THE EXTRA MILE

- Match your header and font style on all documents: resume, cover letter, and reference page
- Save your document with your name in the file
- Use a page number on the 2nd page, but not the 1st page header

EDIT, EDIT, EDIT

- Be concise, consistent, and correct
- Verb tense should match the dates
- Utilize the Career Development Center for Resume Reviews

Visit www.wcupa.edu/cdc for more tips.

225 Lawrence Center, M-F, 8am-4:30pm