



## Resume Structure

### Resume Style

#### **Length**

- ✓ One page for the average undergraduate degree candidates.
- ✓ Two or three pages for those with considerable experience.

#### **Structure**

- ✓ Use factual material only, no editorial comments.
- ✓ Concise, data oriented, objective style and wording.
- ✓ Use action verbs that describe skills and accomplishments.
- ✓ Write in phrases instead of sentences, eliminate all extraneous words.

### Resume Layout, Format and Design

- ✓ The layout should look like a framed picture. Try to keep your margins at one inch on the sides and a half inch at the top and bottom.
- ✓ Printing should be balanced on the page.
- ✓ Spacing should assist the reader in assimilating your information quickly and easily.
- ✓ Always use resume paper in conservative colors such as white, cream or gray. Do not distribute copies on computer paper.
- ✓ Avoid using more than two different fonts on your resume.
- ✓ Use a font that is easy to read (Times New Roman works well).
- ✓ Avoid over use of capitalization, italics, underlines or other emphasizing features.
- ✓ Print on one side of the paper only.

### References

- ✓ Speak to your references before listing them (in person if possible).
- ✓ Coach your references on what to say about you when contacted. Remind them of the reasons you feel they can give you a good recommendation.
- ✓ Always ask your references if they would prefer to be contacted at home or work.
- ✓ List your references on a separate sheet of paper. Be sure to include their name, title, address, and phone number.