

## **Your Résumés Appearance**

The appearance of your resume must invite the reader to carefully consider your qualifications.

### **Writing style**

Write your resume so key facts leap from the page. Omit all personal pronouns. Avoid wordiness and don't get bogged down in details that are of no interest to potential employers.

### **Content**

Provide information that is relevant and positive; avoid a boastful or dishonest resume; and accentuate your most marketable skills and experiences. Qualify when possible.

### **Format.**

Prioritize information in your resume from the most important to least important. Have plenty of white space so the resume doesn't look crammed. Font size from 11 point to 12 point works well.

### **Paper quality**

Produce your resume on top quality bond paper of at least 20-pound weight, size 8 ½ x 11. Suggested colors are white, off-white or ivory. Darker copy may not photocopy or scan well.

### **Length**

Limit your resume to one page. However, your references may be on a separate page.

### **Emphasizing important items**

Graphics-such as CAPITALIZING, bold, underlining, the asterisk (\*) or the bullet (·) help to highlight items you want to bring to the reader's attention. However, do not overuse these graphics or they will lose their impact. And don't use graphics in a resume that will be scanned.

**Proofread, Proofread !** An error-free resume is essential. Production Work processing using a laser printer is the best method.

**For more information and assistance with resume writing visit these websites.**