✓	**OVERALL APPEARANCE/FORMAT**
	Ensure a visually pleasing layout and format. Avoid use of templates that can cause difficulties in electronic scanning and later revisions.
	Choose an appropriate format for the resume (reverse chronological, functional, or combination) that will present information in the most positive manner.
	Be consistent in format throughout the resume to ensure it fits comfortably within the page, is legible, and is easy to read.
	Write bullets of 1 to 2 lines in length and avoid use of abbreviations and acronyms not readily understood in the profession.
	Use standard, non-decorative fonts of 11 or 12 point size for resume body, 14 point or larger for name, and 9 or 10 point for contact information. Avoid italics and underline.
	Top and bottom margins should be no larger than 1" with left and right margins between .75 to 1". Keep margins proportional.
	Print the resume on white or neutral paper and be sure copies are clean and legible.
	A two-page resume is never stapled, so be sure that name and "Page 2" are included at the top of the second page.
	E-mail addresses are usually in blue font and underlined. Recommend using black font and removing the underline, especially if the address contains an underscore.
	CONTENT
	Include all important and appropriate information. Delete inappropriate or unnecessary information for a concise, professional presentation of relevant data.
	Write either an objective or a summary, focusing on employer's needs and interests.
	Include specific information that supports the job goal or objective and eliminate all extraneous information.
	Begin bullets with strong action verbs and list information in order of relevance and importance to the job goal.
	Quantify results and add accomplishments to bullets as appropriate. Consider the purpose, result, and benefit to employer of what you did and add that information to bullets.
	Do not use personal pronouns (I, me, my) in the resume.
	Add additional sections as appropriate, including military history, academic projects, relevant coursework, affiliations, activities, awards, and honors. Be sure it enhances the job goal.
	Ensure that the resume accomplishes the ultimate purpose of getting the prospective employer's attention and gaining an interview.
	E-MAIL ATTACHMENT
	When e-mailing the resume or cover letter as an attachment, name the document with your name so that it is easy for the prospective employer to identify and save into a database. Ex: Jones, Delphinium – resume.doc Jones, Delphinium – cover letter.doc

UTD Career Center
The University of Texas at Dallas

The following tips are suggestions that you should consider when writing and sending your resume to prospective employers:

- Use white or light colored paper in standard size (8 ½ x 11 inches).

- Be sure to include a **cover letter** with mailed and emailed resumes.

- The resume should be easy to read, crisp, and have a consistent format throughout.

- Always keep your resume up-to-date!

- Many companies are using software to scan resumes for **key words.** These words identify skills that the company is looking for to fill specific job postings. Because of this software, there are specific ways in which a resume should be formatted so that it will scan properly into the company's system.

  - Avoid the use of templates in designing the resume. Templates may cause problems for the scanning software.

  - Avoid the use of italic text and underlining text.

  - Capitalized words and boldface are acceptable.

  - Avoid graphics, the use of colors other than black and shading.

  - Avoid folding your resume - creases in the paper may cause scanning problems.

  - Do not staple the resume; if the resume is two pages be sure to put your name and page 2 at the top of the second page.

- Use standard, non-decorative fonts

- Font sizes should be between 11-12 for the body of the resume, 14 or larger for your name, and 10-11point for the contact information.

- Margins (top, bottom, left, and right) should be no larger than 1 inch and no smaller than .7".

- **Key words** describe skills using nouns and action verbs and are very important in your resume. Companies usually indicate key skills they are looking for in the job posting.

  - Use synonyms in your resume – if you use the word Attorney also use the word Lawyer.

  - Key words = experience + knowledge (**be honest and do not exaggerate your skills)**

Always proofread your resume before you send it!