Resume Formatting Tips for Students

FORMATTING:

Font: Stick with clean fonts like Verdana, Arial, Trebuchet, or Tahoma, Times New Roman.

Font Size: Stay within the 9pt to 12pt range (never higher or lower). Play around with the size of the typeface you choose, since 10pt in one type can be bigger than 10pt in another. Section headings can be a few points larger than the body text so they are easy to find at a glance.

Font Style: Use **bold** or *italics* to make certain parts of your resume stand out. But whatever you do, make sure you are consistent—if you italicize one job title, make sure to italicize them all. Also pay attention to punctuation and line spacing.

Margins: Keep the margins between 0.5" and 1". Sometimes, a slight adjustment of your margins can eliminate the problem of a second page with only a few lines of text on it.

Indents: The most important thing to remember is to keep all indents aligned vertically down the page. If you indent your bullet lists, make sure all bullet lists have the same indent.

Page layout basics:

Page margins of 1/2 to 1 inch on all sides generally look fine.

Font size: Except for your name, which can be larger, font sizes of 10, 11 or 12 generally look fine. Note that font sizes are not the same in each font style (e.g. Arial 12 is much larger than Times 12). If you have trouble getting your content on one page, try a slightly smaller font style or size. Sometimes you can enter a half-size, such as 10.5, 11.5, etc.

Spacing: Single spacing usually works best, with a blank line between each section of content. If you need to change your spacing in your version of Word and can't find how to do that, use the "Help" function in Word.

Heading: Create your heading with your name, phone, e-mail, and college and permanent address.
An attractively formatted resume catches the eye. Some simple rules to follow:

- ➢ Use left margin justification i.e. keep all text in the main body left-aligned
- ➢ Use single line spacing between the lines
- ➢ Use straight lines to break sections and also to give an outline to the resume, if you wish to
- ➢ Simple bullet points under each category head give a neat format
- ➢ For a hard copy print on plain white or cream paper
- ➢ A resume should ideally be two pages in length, and a cover letter strictly one page

Resume Writing Rules

Objective:
- ➢ Your objective should be according to your degree qualification

Academic Qualification:
- ➢ Write your qualification in decreasing order like PG, Graduation, Diploma or HSC, & SSC
- ➢ Mention your CGPA or gross percentage

Address:
- ➢ Write to addresses one is Present address & other is your Permanent address
- ➢ Present address you can mention from Pune, Mumbai, or any city which you want as preferred location for job
- ➢ Permanent address should from city from which you belong

Extracurricular Activities:
- ➢ Do not write too much extracurricular activities
- ➢

Hobbies:
- ➢ Mention your hobbies which show area of interest

Use Bulleted Sentences

In the body of your resume, use bullets with short sentences rather than lengthy paragraphs. Resumes are read quickly; therefore make key phrases stand out. Bulleting information will help the reader view.

Use Action Words

Use action words-word like prepared, managed, developed, monitors, and presented will cause your resume to stand out. Some companies now scan in your resume and have computers pull those that meet certain criteria. The computers are looking for one thing- they are looking for keywords that have been picked by the hiring manager. These are action keywords that relate to the position, so not including them could mean your resume is disregarded as a "non-match".

Use %'s, $'s, and #'s

You should always use %â€™s, $â€™s, and #â€™s. Dollar totals, numbers, and percentages stand out in the body of a resume.

Highlight your Strengths

Highlight your strengths, and what is most relevant to the potential employer. In-coming resumes are typically reviewed in 10-30 seconds, so put forth the effort and determine which bullets most strongly support your job search objective.

Match the need they have

Match the need they have- Review job postings online and in the newspaper for positions that interest you. Chances are that you have some of these key points in your resume. Chances are that you have some of these as key points already, however, if you have missed any, add them to your resume.

Be Positive

Above all in your resume and interview-you must be positive. Therefore, leave off the negatives and irrelevant points. Focus on the duties that do support your objective and leave off irrelevant personal information like your race, weight, and height.

White Space is Important

White space is important. Open up the newspaper and take note of which ads first catch your attention. Are they the ads that are jammed full of text, or are they ads that have a large amount of unused space ("white space"). This is done to grab your attention, as readers are always attracted to open areas.

Formatting Guidelines

How long should my resume be? What size font should I use? The length of your resume should be 1-2 pages. Yes, you read correctly; you can use more than one page. But remember, keep it concise. It's okay to use two pages for your resume, however it is not necessary.