FIVE THINGS TO REMEMBER
WHEN FORMATTING A RESUME

#1 ***Keep your resume to one page.*** Two page resumes are more typical for professionals who have been working in their fields for at least 5 years.

#2 ***Remember the three C's: Consistent, Clear, Clean***. Your resume should be neat, organized, and easy to read. Use a conservative font like Times New Roman in a 10-11 point font for a look that is professional and easy to scan. Proof multiple times to make sure your document is error-free.

#3 ***Ditch the objective statement.*** They take up valuable space, are redundant, and most people don't read them.

#4 ***Stick with a conservative format.*** Many applicant tracking systems can't read creative elements like shapes, graphics, pictures and shading. Business resumes shouldn't have color or superfluous lines.

#5 ***Use a reverse chronological format.*** Lead with your most recent experience, and your first descriptive bullet for each job should highlight your most significant or relevant responsibility or accomplishment.

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