- ❑ As a traditional undergraduate student, your resume ***must be a one-page document.*** This is crucial. If you are planning on entering the Education field, a 2-page resume may be appropriate (discuss with a Career Coach). Also, if you have 10 – 20 years of post-graduation work experience, it may be appropriate to have a two-page resume.
- ❑ Margins: .5" top and bottom' .7" left and right (there is flexibility with this such as .5" all around, or larger than .5").
- ❑ Calibri or Arial is the font of choice. Other recommended fonts are Trebuchet MS, Verdana, and Century Gothic. Please note that some fonts are larger than others, and the font size you use will need to be adjusted accordingly, to make your résumé fit onto one page. We **DO NOT** suggest using Times New Roman.
- ❑ Header – Need name and contact information, including your customized LinkedIn public profile URL. *Remove your street address; retain your city, state and zip code and include email address and cell phone number.*
- ❑ Do not "label" your phone number or email address; everyone knows what they are.
- ❑ Your name should be the largest thing on the page: 14 to 16, bold, can be in all capital letters (or not).
- ❑ Text recommended to be either 10.5 or 11, depending upon which font you're using and how much text you have to fit on one page. Remember: your text needs to be *legible*, which means large enough to read without a magnifying glass.
- ❑ "Objective" headings are OUT as they are considered dated. You may consider a 5 or 6- line SUMMARY heading.  This is not mandatory!  (see our resume guidebook page 8 https://tinyurl.com/magnerresumeguidebook for further information).
- ❑ If you want to save space on the resume, the "Education" heading can be written on one line, with GPA, honors, dean's list and scholarships on lines below it, as needed:
  BA, Psychology (minor: Sociology), Brooklyn College/CUNY    Expected: June 2015
  Major GPA: 3.85; Overall GPA: 3.6  /  Dean's List: Fall 2012, Spring 2013
- ❑ If you have limited experience and want to fill up the resume as much as possible, consider writing the above information on separate lines (i.e., your degree, your major and minor, GPA, etc.)
- ❑ The "Education" heading is written directly under the "Summary" heading, if you have decided to include a "Summary." If you do not have a Summary, the Education heading can be written directly below your contact information.  As a traditional undergraduate student or graduate student with very little experience, this is recommended.  If you are a postgraduate and have experience

that is more important to highlight, the Education heading can be written towards the bottom of the resume.

❑ Job title typically is written directly under company name;  however if you want to highlight your job titles more than the company names, you can do the opposite. You can also potentially have employer and job title on the same line

❑ Remove unnecessary articles (e.g. a/an, the)

❑ No personal pronouns (I, you, he, she, we, they; me, you, him, her, us, them) and no possessives (my, mine, your, yours, our, ours, his, her, hers, its, their, theirs)

❑ Quantify results whenever possible (refer to page 10 of the resume guidebook)

❑ An "Interests" heading can be included if there is room. Sometimes interests pique the interest of a hiring manager, especially if it gives them a sense of a personality characteristic they are interested in seeing in a candidate.

❑ Remove "References available upon request." It is assumed that you will provide references, if asked.