Resume and Curriculum Vitae Formatting

Program
- Microsoft Office Word is the most efficient because of the ease for editing and formatting
- Avoid using a template because the formatting is usually not correct, and recruiters will notice

Style
- Keep the resume to one page unless you have an established career, you are applying to graduate school or an area that accepts two-page resumes. Examples of these areas include but are not limited to education, technical, and social welfare.
- Curriculum Vitae's (CVs) are often considered a compilation of academic and professional work.
- For CVs, page limits are not typically a concern. Be sure to include your name and page numbers on pages after page 1 and follow the formatting tips on this handout.
- Avoid photos or graphics
- Margins need to be equal on the top, bottom, left, and right
  1.0 (Largest)
  0.9
  0.8
  0.7
  0.6 (Smallest)
- Use black for font, no other colors. Consider using a hanging font listed below:

Arial Narrow	Centaur	Georgia
Bell MT	Constantia	Goudy Old Style
Cambria	Garamond	Palatino Linotype

- Font size for your name can be 14-20 pt. size, content can be anywhere from 12-10 pt. size

Heading Information to Include and Not Include
Full name at the top of your resume
Permanent address and/or local address, or just city and state
Email address
Telephone number
Optional: LinkedIn URL, Online portfolio URL, website URL, Github URL
You do not need to include your date of birth, marital status, photo, biography etc.

Experience Sub Sections
Create subsections that will be applicable to your experiences and applications, such as:

Relevant Experience	Related Experience	Internship Experience
Academic Experience	Research Experience	Project Experience
Athletic Experience	Extracurricular Experience	Leadership Experience
Collegiate Involvement	Volunteer Experience	Community Involvement
Consultations	Teaching Experience	Professional Involvement
Professional Training (for internships, fieldwork, or practicums)		

- Design these to fit your style and needs. Be consistent with how you format them. Examples include:
  - Bold, underlined, capitalize, or Italics
  - 1-3 pt. size bigger than your content pt. size
  - On the left side of the paper or in the center

- In subsections, be sure to include and be consistent with how you format the following:
  - Position title
  - Name of employer/organization
  - Location (City and State)
  - Dates (month and year started until month and year ended or to present)