

WCSC Resume Suggestions

- 1 Inch Margins
- Plenty of White Space, Even Margins & Spacing – don’t overcrowd with words
- Font Size Between 10 & 12 pt
- Simple & Readable Font – no script fonts
- No More Than Two “Accents” At a Time – (i.e. bold, italics, underline), avoid all CAPS
- Titles on Left, Dates on Right
- Use Simple Format – easy to read & work with – don’t recommend using fancy tables or templates – see www.emu.edu/careers/resume and click on resume template for sample – you can save, cut & paste into the document, and edit as needed (also on reverse of this page)
- Use Bullets, no Paragraphs, no Periods
- Don’t use “I”
- Start Bullets with Action Verbs & Mix Them Up (i.e. managed, coordinated, assisted, negotiated, planned, initiated, led, launched, created, etc.)
- Quantify when Possible (how much, how many, etc.)
- Keep it Consistent – Fonts, Headings, Tense, etc. (i.e. all things in the past should be past tense, all current should be present tense; make sure all of your dashes are the same – either this – or this -)
- Use Keywords – get ideas from position descriptions
- Include Your Best “Stuff” in the Upper ½ to ¾ of the Page
- One Page Per Degree – if you have loads of wonderful experience and must go to a second page, include header with contact info on page 2
- Spell Check and Proofread – have at least two other people proofread
- Feel Free to E-mail to Jennifer for Review & Feedback! ☺