

# Resume Guide

**Fonts:** Times New Roman, Arial, Cambria

**Font size:** 10-12 for body

14 for headings

Up to 18 for Name

**Tense:** Use present tense for current jobs

Use past tense for past jobs

**Abbreviations:** Do not use abbreviations; spell everything out

**exceptions,** OSHA, CPR anything the average person would know/understand

**Date:** Month/Year

5/2022

May 2022

Use the same date format throughout

**Colors:** ONLY black on white

Your email will likely create a hyperlink and change color when you type it – change it to black.

**Length:** Try to keep it one page

**Proofread:** Use spell and grammar check

Have someone else look it over

**Format:** one column

No graphics or pictures

Bullet points – no full sentences

Unique to each job you apply for

Create in Word or Google Doc, but save final copy as PDF