



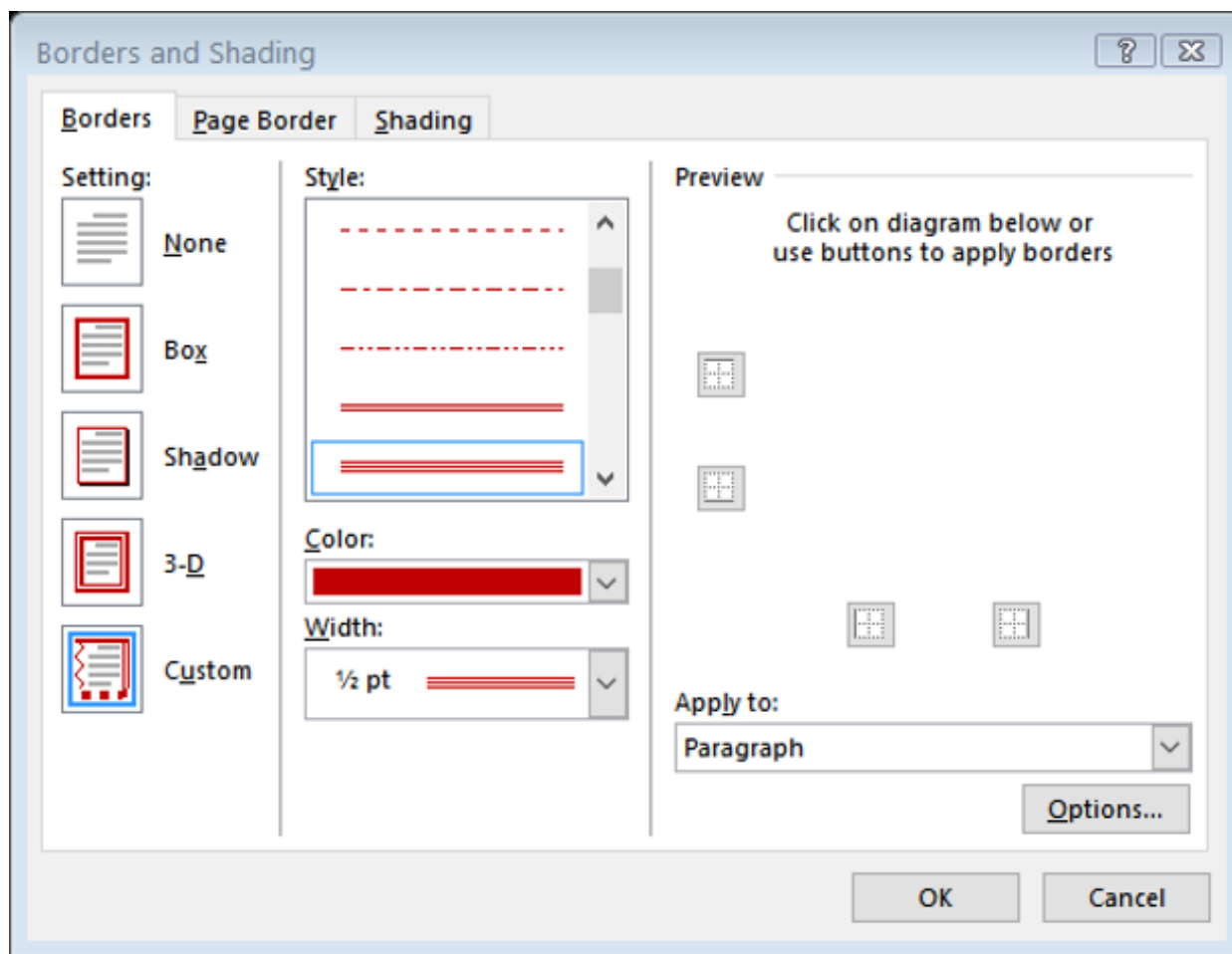
Infuse Your Resume With Style

10-Point Resume Formatting Cheat Sheet

1. Avoid large blocks of text and long lists of bullets. Instead provide a brief summary of each position followed by 3 to 5 bulleted achievements.
2. Choose easy to read Sans Serif fonts for the body of the resume. Ariel, Calibri, and Verdana are good choices.
3. Add interest by using different fonts for headings—Georgia, Cambria, Tahoma, Verdana, Times New Roman.
4. Don't use more than two font families, possibly 1 Sans Serif and 1 Serif, on your resume. (FYI Serif are the ones with the "tails")
5. Use font sizes that are easy to read, when viewed on the reader's screen and when printed. Avoid text smaller than 11 for content, possible 10 for contact info, company information, etc.
6. Make sure that you have plenty of white space. Insert space between section headings and content. Never make any of your margins smaller than .5.
7. Use color and shading as design elements. Dark colors work well for names and headings. Lighter colors work best for highlighting and shading.
8. Go to the Borders and Shading section to add lines differentiating the sections of your resume. Add some shading to lines for a more formal effect.
9. Tailor color use to your industry. For example, grey and black for a senior executive in the financial industry, brighter colors for more creative fields. Depending on your industry you may want to shade the bullet with an accent color.
10. Instead of using the default bullets use Define New Bullet drop down to create a new design.

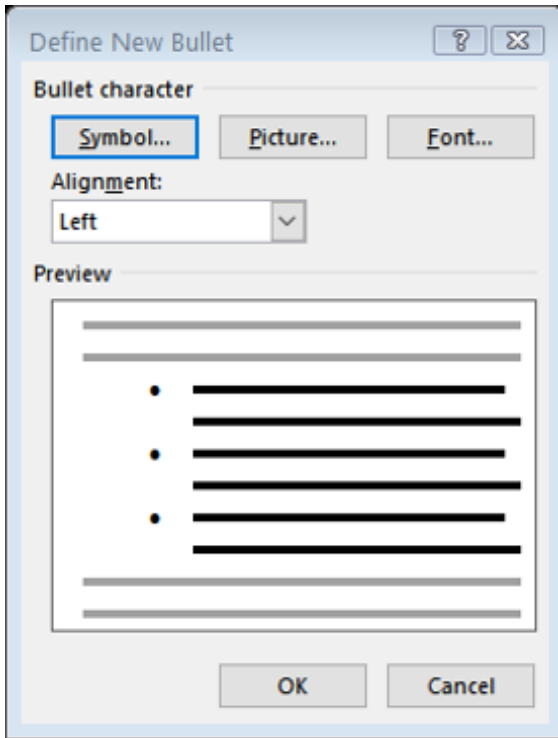
FORMAT ILLUSTRATIONS

DOCUMENT LINES

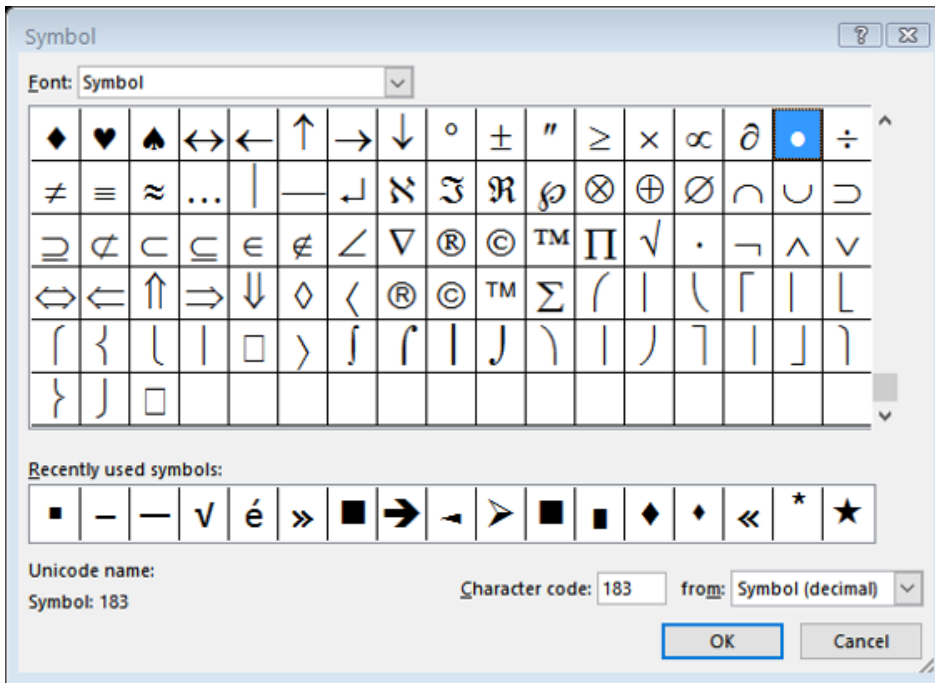


Go to Borders and Shading and select Borders > Choose the Style, Color, and Width > Choose Apply to Paragraph > Click OK to insert into your document.

DOCUMENT BULLETS



Go to Define New Bullet > Choose your Symbol > Choose your Font (to choose the color) > Click OK to change bullets in your document.



There are a variety of Symbols to choose from.

For more career information and advice, subscribe to the Smarter Career Moves Podcast and follow us on social media.

The Smarter Career Moves Podcast: <https://careerintelligencesumes.buzzsprout.com/>

Twitter: <https://twitter.com/careerintell>

Facebook: <https://www.facebook.com/careerintell/>

Instagram: <https://www.instagram.com/careerintelligencesumes/>

Pinterest: <https://www.pinterest.com/annetterichmond/>

YouTube: <https://www.youtube.com/channel/UCw7L2jtuuwEULjoYDNy4mDA/>