

Resume Design

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Objective

State who you are professionally and the value you bring to an organization today. Keep it to one or two concise powerful sentences.

Layout

Employers prefer crisp-looking resumes that get to the point. Keep it simple and you'll improve both the style *and* the substance your resume.

Create interest and maximize readability.

- Use bullets and indents.
- Stick with one font throughout but use varying font styles (such as bold and italic letters).
- Avoid using unconventional fonts or adding photos or graphics.

Length

The general rule is: one page for early-career (entry level through first 5-10 years); two pages for mid-career candidates.

Job Data

Briefly provide the reader with relevant detail about your past and present employers, such as product information, size and physical location.

Measurables

Quantify your job duties and reporting relationships. Clearly and boldly document results and achievements with actual numbers.

Job and Education Dates

Make sure the dates are clear and without gaps. If you're a mid- to late-career candidate, you can save space by lumping early-career jobs together.

Degree Credentials

Please be accurate—and *honest*. Misrepresenting your degree or credentials is unethical, and could result in consequences that are embarrassing—or worse.