

# 5 Resume Format

Your resume should have a clean, well-balanced and professional look. Keep it simple. Regardless of chosen format, the contents should be organized in a way that makes the resume easy to read. Margins should be even. The layout should be consistent. Make proper use of white space, skipped lines and indentation. The categories you choose should be appropriate for the amount and type of experience you have. Use only one font, but vary treatment of that font throughout the resume for emphasis (bold, italics, capitalization, size). Creating your own format is better than borrowing a standard format, provided your format organizes your experience and skills in a way that effectively and appropriately markets you to the employer. You may wish to use this sample resume as a guide in producing your own unique resume.

