

1. Make sure your name is prominently displayed at the top
2. Have your résumé neatly printed on good quality 8.5" X 11" paper.
3. Limit the length to one or two pages
4. If you have two pages, do not number the first page. Number the second page and repeat your name at the top.
5. Use the same size margins (about one inch) on each side and at the top and bottom of the page.
6. The appearance should be neat and consistent (underlining, capital letters, bold print, indentations, etc.).
7. Differentiate and label each section of your résumé to help employers find the information they require.
8. Use proper spacing. It is suggested that you leave 1 line between sentences or points, 2 lines between paragraphs and 3 or 4 lines between sections.
9. There should be no visible corrections.
10. Do not submit poor quality photocopies to an employers.
11. Do not add handwritten notes in the margins.
12. Do not fold your résumé. If it is mailed or sent by courier, send it in a large envelope.