

Consider these guidelines when designing your resume

- **Simplicity:** Avoid cluttered designs.
- **Legibility:** Keep sentences and paragraphs short. Use a legible font and type size (9 or 10 point).
- **Length:** Keep your resume to one page if possible.
- **Contact Info:** Your name should be placed at the top left, center, or right justified to stand out. Your address and contact information should be clear.
- **Margins:** Use defined margins and controlled negative space.
- **Consistent Hierarchy:** Use bold or all caps for emphasis. List contents (e.g., employment date, title held, location, and duties) in a consistent order.
- **Content:** Include additional skills that might be relevant to a particular job. List any achievements or awards received. Use action words to describe your duties (e.g., collaborated, designed, created, managed, supervised). Include any organizational memberships.
- **Editing:** There is no excuse for a spelling, punctuation, or grammar error in a resume. Check it, and have someone else check it before sending it out.

[1], [2] Geissbuhler, Steff. "Insights on Writing Your Resume" as published by AIGA.

Further guidelines for preparing and refining your resume:

- Keep your resume simple, legible, and to one page if possible.
- Determine your job search objective prior to writing your resume.
- Use bullets with short sentences, rather than lengthy paragraphs.
- Double-check grammar and spelling.
- Have your friends and peers read your resume in draft stage.
- Be sure your name stands out (top left, center, or top right).
- Be sure your address and contact information is clear.
- Pay special attention to tracking on your e-mail address, as some characters might touch, making it harder to read.
- Use a legible font and point size. (A 9- or 10-point font is recommended.)
- Select a few fonts, do a type study, and test the selected fonts.
- Experiment with different paper stocks.
- Define your margins, and control negative space.
- Avoid textured or dark papers. These do not photocopy well.
- Avoid using light blue type. It does not reproduce well.
- List employment starting with your latest (or current) job.
- List all software that you're proficient with.
- Maintain hierarchy. (Use bold or caps for emphasis.)
- Follow the same order of information for every position listed. For example: employment date, title held, studio/company, city, and duties/responsibilities. (Add country if you have worked or studied overseas.)
- Use action words. For example: collaborated, directed, designed, created, managed, supervised.
- List any additional skills that might be relative to the job you're applying for.
- List achievements and awards received.
- List memberships in any professional organizations to which you belong.
- Always use a matching envelope, and include a mailing label.