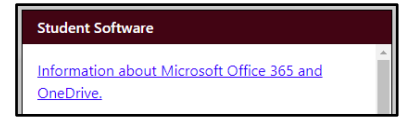


# Formatting Your Resume: Cheat Sheet

- **Microsoft Word is your friend.** In Buff Connect, you have free access to Microsoft 365, including Word

- a. Save final versions as a PDF before sending to an employer
- b. Do NOT use Google Docs or Canva
- c. Steer clear of using templates in any format



- **Change your paragraph settings:** Spacing before/after (0/0), Line spacing (single),
- **Select an appropriate font** (Garamond, Arial, Calibri, Helvetica, Georgia, Cambria, TNR, Avenir)
  - a. Fonts: 1-2
  - b. Font sizes: 3 or less
- **Create your Headline:**
  - a. Add your Name (in the biggest font - typically 18-22-point font); Phone, Email (remove hyperlink) in a smaller font. City/ST and portfolio web address are optional.
  - b. If you have a robust LinkedIn profile and/or a professional portfolio, consider linking those in your header as well. (Be sure to create and use a custom short link in your LinkedIn profile.)
  - c. Your header can be all center aligned, or a combination of left and right aligned. Whatever you decide. Here are some examples:

**Bucky Buffalo**

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Canyon, TX | bbuffalo@wtamu.edu | 806.651.2345

**Bucky Buffalo**

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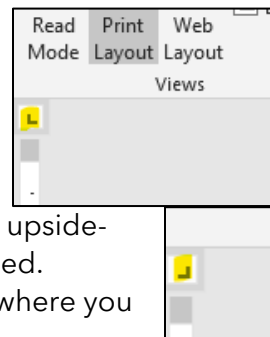
bbuffalo@wtamu.edu | 806.651.2345

- **Add lines** - shortcuts may not work on all Microsoft versions (these can be used in your header, as shown above, and/or in your section headers):
  - a. For single line, type three hyphen keys --- and hit Enter
  - b. For a single bold line, type shift + three hyphen keys (or three underscore strokes) \_\_\_ and hit Enter
  - c. For a double line, type three equal signs === and hit Enter
  - d. For a single line, thick line, single line, type three hashtag signs ### and hit Enter
- **Section Headings:** 14-point font - Bold, maybe underlined
- **Text:** 10 -12-point font
- **General Formatting:**
  - a. No pronouns (I, me, my, you) or punctuation, other than a comma or semicolon, anywhere (except for your objective statement if you chose to have one)
  - b. 1 full page. Margins: as small as .5" all the way, but the page must look full.
    - i. 2<sup>nd</sup> page allowed if you have worked professionally for 5 or more years.
  - c. Use all the space on a line. Consider things left and right aligned.
  - d. Use all caps section headings, bullet points, bold and italics, and spacing to help eyes skim quickly.

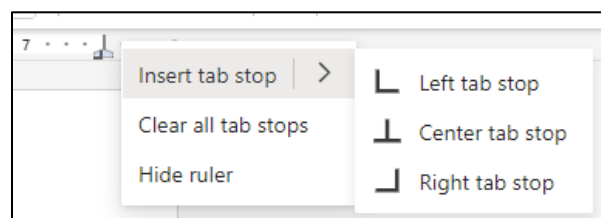
- e. Everything is in reverse chronological order (current first followed by events that happened in the past)

- **Use Tab Stops** (this allows you to fit more information into one line without using the space bar or multiple tabs to move information to the right):

- a. On Microsoft Word Desktop App:
  - i. Click View, click the box to show the ruler.
  - ii. Click the "L" on the top left corner.
    - 1. When you click it, it moves shapes: the L is the left tab, the upside-down T is the center tab and the backwards L is right aligned.
    - 2. Select the tab you want to edit and then click on the ruler where you want it to align.



- b. On Microsoft Word 365:
  - i. Click View, click the box to show the ruler.
  - ii. Place your cursor on the line you wish to work on.
  - iii. On the ruler, on the right side, click once to see this menu.



- iv. Click > after "Insert tab stop" then select the tab stop you wish to use.

- c. Example:

**West Texas A&M University**

*Bachelor of Science, Chemistry, GPA 3.98/4.00*

Canyon, TX

May 202#

- **Create SEPARATE files**, with the exact same headline, for your:
  - a. Resume
  - b. Cover Letter
  - c. References
- **Always save as a Word document AND as a PDF!** You'll ALWAYS turn in the PDF.
  - a. Consider saving your documents the following: (First initial Last name)(file type)(company)
    - o For example: BBuffalo.resume.DreamersCompany **OR**  
BBuffalo\_References\_DreamersCompany
    - o Pick a style that works for you and be consistent.
- **Bonus Pro-Tips:**
  - a. Create a "master resume" with everything you do at each position and the value/impact you've brought to the position.
    - i. You'll thank us later. We promise, in a few years, you won't remember everything you were doing this year.
    - ii. More importantly, this allows you a "bank" of bullet points to chose from and customize when applying for a variety of positions.
    - iii. You'll NEVER turn this resume in. It's just for you, so don't worry about the length.
    - iv. Don't forget to add certifications, honors, professional development as well!
  - b. Save a copy of every job description you apply for along with the resume you created for that position. Companies will remove them off websites when they close the position. When they call for an interview, it will give you great hints about what to expect in an interview!