

# Tips for a Strong Résumé

## Formatting Your Résumé

- ❖ Use easy to read fonts and dark ink/font colors
- ❖ Keep your résumé to 1-2 pages maximum
- ❖ Use .5"-1" margins
- ❖ Use **bold**, *italics*, and underline font to help keep your résumé easy to read and visually appealing



## Submitting Your Résumé

- ❖ Always save and submit a PDF of your résumé



## Generating Content

- ❖ Match the résumé to the job description by pulling out key words
- ❖ Make a list of what's important to include
- ❖ Use numbers to illustrate examples
- ❖ Be honest, never lie!
- ❖ Don't be afraid to sell yourself

# PROOF READ!

Look over your résumé for errors and ask friends to proof read for you