

RESUME DEVELOPMENT GUIDE

FORMATTING GUIDELINES

Using the Resume Template

- Two types of templates: one in Arial font, one in Times New Roman font (as indicated in the file name)
- Each template contains two types of Headings: one if you do not have a website (e.g. portfolio site), one if you do.
- **Copy** text from your existing resume and open the Resume Template
- In the template, place the cursor in the appropriate section and **Paste Special > Unformatted Text**
- Copy/Paste Special one section at a time. If you copy/paste special the entire document some of the text will not adopt the correct formatting.

General Format

- Use the resume sample discussed in class as a template to reformat and update your existing resume.
- OR, use the template attached for the proper formatting.
 - If you are copy/pasting the contents of your existing resume to the template provided, be sure to use the Paste Special function and paste as Unformatted Text.
- Font
 - Recommended font type: Times New Roman or Arial.
 - Times New Roman and Arial are two fonts that are universally recognized by resume screening programs (ATS) used by many employers and recruiters.
 - Other fonts may get kicked back or placed into spam folders.
 - Font size
 - Resume Header: Your Name should be the largest item on your resume, use at least font size 16 pts
 - Resume body text: 10-11 pts is ideal (do not go smaller than 9 pts)
 - Section headings: 11-12 pts (larger than body text)
- Margins
 - No more than 1 inch on each side, no less than .5 inch on each side.
 - Keep the margins equal on every side
- Line alignment
 - Body text should be Left aligned
 - Header and section headings can be Centered, or Left aligned
- Hyperlinks
 - Be sure to double check all hyperlinks in your resume.
 - Your email address, LinkedIn profile, website, etc. should all be hyperlinked, and correctly.

Resume Heading

- Your name: should be the largest, at least 16 pts
- Enter your contact information: email address (left aligned), phone number (center tab), LinkedIn profile link (right tab, and hyperlinked)
- Insert Bottom Border on the line that contains your name

Core Competency Section

Creating the Bulleted Table (if you are not using the template provided)

- From the Menu Ribbon (or top menu) > Insert > Table > Select the number of columns and rows you want to start with.
- We recommend three evenly spaced columns and four to five rows.
- Select or highlight the entire table and add bullets.
- How to add extra rows to an existing bulleted table (4 methods)
 - Place your cursor on the outside edge to the right side border of the bottom-right cell. Then hit the Enter key.
 - Place your cursor in the bottom-right cell of the table and hit the Tab key.
 - Place your cursor in any cell on the bottom row. Go to the top menu > Table > Insert > Rows Below
 - Hover over the bottom-left edge of the table and click on “+”

- When you are done listing your core competencies, remove the table borders.
 - Select or highlight the entire table.
 - Go to the Paragraph formatting section of the menu ribbon > Click on the border button > Select “No Border”
 - OR, go to the top menu > Format > Borders and Shading > Borders > Settings > None.

Saving Your Resume

- It’s a good idea to create a Kitchen Sink (or Master) resume that includes all of your experiences, core competencies, and various versions of your summary.
- As you apply to different positions, create a copy and prune the unnecessary portions, update your core competencies, tweak your experiences and summary as needed, and save as a separate file.
- The file name of the revised resume should include the name of the company you are applying to. Additional information such as position and date are helpful to keep track.
 - Example: Amazon-Sales-2021-10-22.PDF

Video Instructions on Resume Formatting

- If you need visuals, here is a recording of the [Resume Formatting Basics instructional video](#) on the Port Washington Public Library YouTube channel.

RESUME CONTENT

- Use the STAR technique (Situation-Task-Action-Result) to flesh out your bullets in the Experience section.
- Explain the “How” of what you’ve done.
- If you need help, use the START method worksheet attached in the homework email. This is not an ECNY document, but it is a great tool to apply the STAR technique.
- Do Not use the same word (e.g. Managed, Directed, Led) for all of your accomplishments, at least not within the same position held.
- Use the Action Verbs list in the ECNY Resources to use different words to describe each accomplishment.
- Use resources on the ECNYCorp.com > Resources > Job Search Boot Camp – (Click on Your Boot Camp Cohort) Enter Password: **(Shared in Email) ***Do not share password or site contents to anyone outside of your Boot Camp class*****
 - Resume Resources section
 - Action Verbs & Core Competencies
 - Your Created Elevator Pitch