

## Formatting Your Resume

Once your resume is completed and proofed, you will want to format it for both people and computers.

It should go without saying, but we feel obligated to say it anyway:

- Carefully proof read your resume.
- Correct all spelling and typographical errors.
- Ensure proper grammar usage.
- Don't exaggerate your qualifications.
- Tell the truth!

Remember to follow the guidelines below: · Create the resume and save it in a widely used format. Common extensions are .doc, .pdf and .rtf. · Make sure your contact information is completely obvious. · Define sections clearly and distinctly. Choose a simple font (like Arial or Times New Roman). · Use black ink only. · Don't add logos or pictures