

GETTING STARTED..

Remove high school experience by the end of sophomore year.

Adjust the section headings based on your experience.

Use a standard font size for the body text. The font size for the heading should be 10-12.

Margins can be as small as 0.5"

Strive for perfect grammar, perfect spelling, and a

Do not use colors for business resumes. Use *discretion* with color for creative industries.

Always submit resume in PDF format (First Last Resume.pdf)

Do not have a "References Available" line

Heading

Do not include a headshot.

Do not include "Contact" or "Phone" or "Email" or "Address".

Include your cell phone number and one email address.

Include city, state, zip. If you have a LinkedIn profile, customize the URL and include in heading.

Education

Key information: city and state, expected graduation date, your degree written formally (i.e., Bachelor of Arts in