


Résumé Formatting Tips

(804) 289-8547 | careerservices.richmond.edu

Office Hours: M-F, 8:30 a.m. to 5 p.m. | Walk-in Hours: M-F, 2 to 4 p.m.



Alumni &
Career Services

1. Ultimately, your goal is to be clear and consistent so your **CONTENT** is the focal point!
There is no one right way to set up a résumé. On the back of this page, there are three examples of how the same content can be set up in different ways.
2. Choose a font. **Tip:** many people use Times New Roman. Try something else, but be sure to keep it professional and use it throughout your résumé. Some options include:
Arial, Garamond, Tahoma, Bookman Old Style, Palatino Linotype, Century Gothic
3. Be consistent with your font size. With the exception of your name, keep everything the same size. You can use **CAPS**, **bold**, *italics*, and underline to accentuate certain parts of your résumé.
4. Use the **TAB** key instead of the SPACE-BAR to indent information from the left margin.
5. If you want to **ALIGN** certain elements on the right margin while the rest of the line maintains left alignment, set a right tab marker. (Example #3)
 - Look at the ruler at the top of the page and note where the right margin is (often 6.0)
 - Click the arrow to expand the **PARAGRAPH** menu on the **HOME** toolbar and select **TABS**
 - In the box that reads “Tab Stop Position”, type in the right margin (6.0)
 - Under **Alignment**, click **RIGHT**, then **SET**, then **OK**.
 - Position your cursor to the left of the information you want aligned to the right and click **TAB** once.
6. Use **BULLETS** to organize the descriptions of your experiences.
 - With your cursor in the position where the bullets will start, click the arrow next to the bullets icon in the **PARAGRAPH** menu of the **HOME** toolbar
 - Choose a simple form of bullet (• or ▪). Resist the urge to use shamrocks and other “cute” bullets.
 - Use the **INCREASE** or **DECREASE INDENT** icon in the **PARAGRAPH** menu of the **HOME** toolbar to move your bullets left or right
 - Do not use hollow bullets or interviewers may use them as check boxes.
7. If your bullets in one section are not matching up to the bullets in another section (or any type of formatting is inconsistent), use the **FORMAT PAINTER**.
 - Highlight the area that is as you want it
 - Click on **FORMAT PAINTER** (on the **HOME** toolbar in the **CLIPBOARD** menu; looks like paint brush)
 - Highlight the area that is not yet as you want it—it will mirror the format of the first area
8. If you want to add horizontal lines to your résumé to accentuate section divides or headers:
 - You can use the **BORDER** icon in the **HOME** tool bar in the **PARAGRAPH** menu.
 - Click on the arrow that appears next to it to see your options—you can select a line on top, below, completely around, or any combination between
 - You can also vary these lines by selecting **BORDERS AND SHADING** to change size and color of lines (you can use shades of gray, but do not use other colors).
9. To make the words that comprise your section headers stand out more:
 - Select the word or phrase: Click the arrow to expand the **FONT** menu on the **HOME** toolbar. Select the tab marked **CHARACTER SPACING**.
 - Select **EXPANDED** in the spacing drop down menu. Click **OK**.

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EXAMPLE #1

EDUCATION

University of Richmond (UR), Richmond, VA, May 2013

Bachelor of Arts in Psychology, Minor in Business Administration, GPA: 3.2

- Study Abroad: University of Seville, Spain, June 2011
- Oliver Hill Scholar, Phi Eta Sigma Honor Society, Dean's List

EXPERIENCE

Resident Assistant, Westhampton College Residence Life, UR, Richmond, VA, September 2010-April 2013

- Work to build community of 25-35 freshmen women and provide educational and recreational programs
- Uphold university policies, act as an advisor, and refer to university resources

EXAMPLE #2

EDUCATION:

University of Richmond (UR), Richmond, VA (May 2013)

Bachelor of Arts in Psychology, GPA: 3.2

Minor in Business Administration

Oliver Hill Scholar, Phi Eta Sigma Honor Society, Dean's List

University of Seville, Spain (June 2011)

EXPERIENCE:

Westhampton College Residence Life, Resident Assistant, UR, Richmond, VA (September 2010-April 2013)

- Work to build community of 25-35 freshmen women; provide educational and recreational programs
- Uphold university policies, act as an advisor, and refer to university resources

EXAMPLE #3

EDUCATION

University of Richmond (UR), Richmond, VA

Bachelor of Arts: Psychology; Minor: Business Administration

May 2013

GPA: 3.2

Honors: Oliver Hill Scholar, Phi Eta Sigma Honor Society, Dean's List

University of Seville, Spain

June 2011

EXPERIENCE

Resident Assistant, Westhampton College Residence Life, UR, Richmond, VA

September 2010-April 2013

- Work to build community of 25-35 freshmen women
- Provide educational and recreational programs and act as an advisor
- Uphold university policies and refer to university resources