Resume Formatting Rules

FORMATTING:

Font: Stick with clean fonts like Verdana, Arial, Trebuchet, or Tahoma, Times New Roman.

Font Size: Stay within the 9pt to 12pt range (never higher or lower). Play around with the size of the typeface you choose, since 10pt in one type can be bigger than 10pt in another (funny how that works, huh?). Section headings can be a few points larger than the body text so they're easy to find at a glance.

Font Style: Use **bold** or *italics* to make certain parts of your resume stand out. But whatever you do, make sure you're consistent—if you italicize one job title, make sure to italicize them all! Also pay attention to punctuation and line spacing.

Margins: Keep the margins between 0.5" and 1". Sometimes, a slight adjustment of your margins can eliminate the problem of a second page with only a few lines of text on it..

Indents: The most important thing to remember is to keep all indents aligned vertically down the page. If you indent your bullet lists, make sure all bullet lists have the same indent.

Page layout basics:

Page margins of 1/2 to 1 inch on all sides generally look fine.

Font size: Except for your name, which can be larger, font sizes of 10, 11 or 12 generally look fine. Note that font sizes are not the same in each font style (e.g. Arial 12 is much larger than Times 12). If you have trouble getting your content on one page, try a slightly smaller font style or size. Sometimes you can enter a half-size, such as 10.5, 11.5, etc.

Spacing: Single spacing usually works best, with a blank line between each section of content. If you need to change your spacing in your version of Word and can't find how to do that, use the "Help" function in Word.

Heading: Create your heading with your name, phone, e-mail, and college and permanent addresses.

An attractively formatted resume catches the eye. Some simple rules to follow:

➢ Use left margin justification i.e. keep all text in the main body left-aligned.
➢ Use single line spacing between the lines.
➢ Use straight lines to break sections and also to give an outline to the resume, if you wish to.
➢ Simple bullet points under each category head give a neat format.
➢ For a hard copy print on plain white or cream paper.
➢ A resume should ideally be two pages in length, and a cover letter strictly one page.

Resume Writing Rules

Objective:

➢ Your objective should be according to your degree qualification

Academic Qualification:

➢ Write your qualification in decreasing order like PG, Graduation, Diploma or HSC, & SSC.
➢ Mention your CGPA or gross percentage.

Address:

➢ Write to addresses one is Present address & other is your Permanent address.
➢ Present address you can mention from Pune, Mumbai, or any city which you want as preferred location for job.
➢ Permanent address should from city from which you belong.

Extracurricular Activities:

➢ Do not write too much extracurricular activities

Hobbies:

➢ Mention your hobbies which show area of interest.