

## GETTING STARTED..

Remove high school experience by the end of sophomore year

Adjust the section headings based on your experience.

Maximum font size: 12pt. font color: black. font style: bold. font size should be 10.5-12

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** have a "Objective" section or a "Summary" section

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