

Formatting

Design

☐ **Simple Layout**

Let's hiring managers quickly digest information. It also ensures there won't be issues when an ATS tries to parse your resume.

☐ **No Special Page Formatting**

No tables, columns or other structured formatting. Separate information by spaces and tabs only.

☐ **Text Styling**

Use simple fonts, readable size and predominately black text for readability

Length

☐ **Single Page**

For the vast majority of people, a single page should suffice for telling your story. It allows you to draw focus on to what is most important from your experiences and showcase them front and center.

☐ **Keep it Relevant**

If you have non-relevant experience to the roles you are interested in that is more than 10 years in the past, you need not include it.

Consistency

☐ **Design & Styles**

Font size, styles and alignment is imperative to making sure your resume looks great and communicates information effectively.

☐ **Date Types**

Check your date formatting is consistent as well, if you list months as a starting/end date for some events, try to make sure it is included for all of them.

☐ **Punctuation**

Make sure you are consistent with how you end your bullets. Periods? No Periods?

