

Resume Design: Tips and Templates That Get Results

By Bill Radin

- 1. Layout.** Add interest and clarity by using bullets, indents and varying font styles (such as bold and italic letters). Avoid using unconventional fonts or adding photos or graphics.
- 2. Length.** The general rule is: one or two page for entry level; two pages or more for mid-career candidates.
- 3. Job Data.** Provide the reader with relevant detail about your past and present employers, such as product information, size and physical location.
- 4. Measurables.** Quantify your job duties, reporting relationships and achievements with actual numbers.
- 5. Job and Education Dates.** Make sure the dates are clear and without gaps. If you're a mid- to late-career candidate, you can save space by lumping early-career jobs together.
- 6. Degree Credentials.** Please be accurate—and honest. Misrepresenting your degree is unethical, and could result in consequences that are embarrassing—or worse.