

Resume Checklist & Tips

Developing and editing a resume can be tricky- for example, when you add a new position or a new degree, suddenly your resume is over one page!

Here are some tips and tricks that you can use to adjust the formatting and content on your resume to keep it to one full page.

General Formatting Tips

- Font size should be between 10 point and 12 point
- Margins should be between 1 inch and .5 inches (and anywhere in between)
- Be sure to choose single spacing for your resume (Word ↓) (Docs →)

Spacing

Before:	0 pt	Line spacing:	At:
After:	0 pt	Single	

Don't add space between paragraphs of the same style

Custom spacing ×

Line spacing

1

Paragraph spacing (pts)

Before 0 After 0

Cancel Apply

Tips to Fill Out One Page

Adjust the margins of the document:

- Increase the margin size- it should be a maximum of 1 inch all the way around
- You can have margins in between .5 and 1 inch, so choose what works to for your resume
 - *Microsoft Word*: Go to "Layout" tab, click "Margins" and choose the desired margins
 - *Google Docs*: Go to "File", and then select "Page Setup" and choose the desired margins

Adjust the font size and font type on the document:

- Increase the font size of your name- it should be 3 to 5 sizes bigger
- Increase the font size of the rest of your resume- it should be between size 10 and 12 (10.5, 11, etc.)
- Adjust the font type- some fonts fill out more space than others
- Acceptable fonts include:
 - Times New Roman, Arial, Calibri, Cambria, Garamond

Add additional information that you may have not yet included:

- Here are some sections that you could potentially include but are not limited to:
 - Computer Skills, Language Skills, Laboratory Skills, On Campus Involvement, College Athletics, Volunteer Experience, Awards and Achievements, Professional Development
- You can also add bullet points to experiences that you already have listed- we recommend at least 2 bullet points per position

Tips to Reduce to One Page

Adjust the margins of the document:

- Decrease the margin size- it can be a minimum of .5 inches all the way around
- You can have margins in between .5 and 1 inch, so choose what works to for your resume
 - *Microsoft Word*: Go to "Layout" tab, click "Margins" and choose the desired margins
 - *Google Docs*: Go to "File", and then select "Page Setup" and choose the desired margins

Adjust the font size and font type on the document:

- Decrease the font size of your name- it should be 3 to 5 sizes bigger
- Decrease the font size of the rest of your resume- it should be between size 10 and 12 (10.5, 11, etc.)
- Adjust the font type- some fonts fill out more space than others
- Acceptable fonts include:
 - Times New Roman, Arial, Calibri, Cambria, Garamond

Remove extra and non-relevant information:

- If there are positions that you have included that are older or not relevant, you can first delete the bullet points if there are ones listed, and/or delete the entire position listing
- Delete extra sections if they do not add to who you are and what you have accomplished

Questions?

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