



# Résumé Layout

PHOTO CREDITS: TRIDENT TECHNICAL COLLEGE MARKETING DEPARTMENT

There are three basic résumé formats, functional, chronological, and combination (hybrid).

**Functional:** Draws attention to your skills instead of your work history. It groups relevant skills and accomplishments into special categories and places them near the beginning of your résumé.

**Chronological:** Places more emphasis on your employment by listing your work history near the beginning of your résumé.

**Combination:** Combines the best features of the functional and chronological styles by emphasizing your abilities and full job history. This format is quickly becoming the format of choice for professionals due to its flexibility and ability to highlight strengths and skills while allowing the use of searchable keywords near the beginning of the résumé.

**No matter which direction you go, select the best look to spotlight you. Here are some tips to keep in mind.**

## Grammar & Spelling

- No spelling or grammatical errors on your résumé. Spell check does not catch all spelling and grammatical errors, especially if its spelled right but used incorrectly (*You, You're, Your; There, Their, They're*)
- Avoid abbreviations/inside jargon as much as possible. You may use abbreviations as long as you spell out the phrase initially and then show the abbreviation you will later use in parentheses (e.g., "Assembled to Order" ATO)
- Use present or past verb tense consistent with the time of your experience

## Margins

- A good rule of thumb is between .5"–1" for both left-right and top-bottom
- You don't want too much white space or your document to appear too crowded in the margins

## Font

- Use plain, easy-to-read fonts in case your résumé is photocopied, faxed or scanned
- Times New Roman, Arial, Garamond, Helvetica, Calibri, and Palatino are good choices
- Stay between 10–12 pt; any lower can make your résumé difficult to read
- You can use a slightly larger font for your name at the top of your résumé

### Text Effects, Indentation, Line Spacing

- Keep it simple; too many different effects (**bold**, *italics*, underlining, ALL-CAPS) and indents will make it look busy
- Keep it consistent; if you have one line space between your sections, do it for all; align bullets and keep them sized the same; keep fonts the same size and style except for your name
- Be strategic with the use of text effects if your goal is to emphasize things that you want to stand out (like school/employer names). This will help to create a visual break between sections

### Bullets

- Use bullets to separate the information under your job titles and employer names; avoid using sub-bullets
- Start with an action verb. No, it does not need to be a complete sentence; however, they should be grammatically correct
- Since they are not complete sentences you DO NOT need to use periods at the end

### Length

- Aim for one page. Focus on your main skills, qualifications, etc.
- Résumés longer than one page are only acceptable when you have significant work experience or an advanced degree
- Keeping your résumé to one page demonstrates that you can express yourself concisely and effectively

Résumé assistance is free of charge and available year-round for current students and alumni. To schedule your appointment with a Career Specialist, please use NAVIGATE. If you have any questions or concerns, call 843-574-6119 or email [stuemploy@tridenttech.edu](mailto:stuemploy@tridenttech.edu)