****cv

Press the “tab” button to create these spaces. Do NOT use the space bar!

Main Headings: bolded, capitalized and underlined

Sub Heading: bolded and capitlized

Optional: choose your own border

Short description of your duties. Try to use keywords

* Hint: Go to “View” and select “Ruler” to help you line up your document
* Do not use “I” statements – point form
* If you have no employment, work experience or volunteer experience, do NOT add these heading(s) on your resume

Ensure text lines up throughout your document

Listing skills: use bullets and ensure they all line up.

Press the “Tab” button to continue the line. Ensure all the lines line up at the edge of the page

No brackets around 604

* Font: Arial or Times New Roman
* Font Size: 12
* Paragraph Spacing Set Before and After: 0
* Line Spacing set: Single
* Margins: Adjust at the end – try to be 1 page, maximum 2 pages

Dashes: If using dashes, ensure they are the same size as Word has funny formatting and dashes can be different sizes like – or -

Supervisor: underline name

Centered. Use a professional email address

center and bold

Center, bold, capitalize – can be larger font size (14-20)

Center – full address, one line