11 Tips & Tools for Creating a Well-Formatted Resume

1. **Manipulate margins to create a bigger page.**
   Changing margins to values slightly less than the default settings (i.e. .75" top, .5" bottom, .9" left and right) will enlarge the presentation space without crowding the page or compromising readability.

   > **HOW TO**
   > Place cursor at the top of the page. From the Page Layout menu tab, choose Margins, Custom Margins… Type in new values for top, bottom, left and right margins.
   >
   > **SHORTCUT**
   > Place cursor at the top of the page. Double-click in the blue space to the left of the ruler. Type in new values for top, bottom, left and right margins.

2. **Insert graphic lines to add visual appeal.**
   Graphic lines separating sections of the resume create visual variety and help the reader scan content easily.

   > **HOW TO**
   > Place cursor where the line should appear. From the Home menu tab, click on the drop-down arrow next to the Border button on the toolbar , then select Horizontal Line.

3. **Manipulate font sizes to increase presentation space.**
   Half-point font sizes will allow more text on the page (3-5 lines depending on font and margins) without compromising readability.

   > **HOW TO**
   > From the Home menu tab, click in font size field . Type in a custom font size rather than select from drop down list. Half-point font sizes will allow more text on the page (3-5 lines depending on font and margins) without compromising readability.

4. **Use tabs, not spaces!**
   Using right tab stops will consistently align dates or other text along the right margin regardless of the printer or font choice.

   > **HOW TO**
   > Place cursor in the line of text that should be right aligned. At the left of the rule bar, click through the tab choices and stop at the Right Tab symbol . Click on the ruler bar to place the right tab . To DELETE a tab, click and drag it off the rule bar.

5. **Organize data with bullets.**
    Bulleted text is easier to read than unmarked paragraphs.

    HOW TO
    Place cursor in the line or paragraph where the bullet should appear. From the Home menu tab,
    click on the bullet button [≡▾]. Click on drop-down arrow next to button to choose a new
    bullet style that compliments the style of the resume.

6. **Separate text with symbols.**
    Use symbols to separate text in a single line.

    HOW TO
    From the Insert menu tab, choose Symbol (at the end of the tool bar), then click to select a
    symbol. For more choices, choose More Symbols… from the menu (change Font to Webdings,
   Wingdings, Wingdings 2, Wingdings 3 or Symbols.

    SHORTCUT
    For a single dot (bullet) symbol, type ALT-0183 (hold down ALT key while typing 0 1 8 3 on
    the numeric keypad.

7. **Improve readability with extra space above or below paragraphs.**
    To increase readability in a text-heavy resume or to add more lines to the page without
    decreasing the font size, the spacing between paragraphs can be altered by adding a little
    extra space above or below the selected paragraphs.

    HOW TO
    Place the cursor in the line or paragraph where space should be added before or after. From the
    Page Layout menu tab, find Spacing and click the up arrows to add space (6 pt = half line)
    Before or After the paragraph. Another option is to type in another increment (2 pt, 3 pt, 10 pt,
    etc.).

    Spacing
    ↕≡ Before: 0 pt
    ↕≡ After: 0 pt
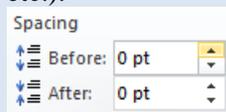
8. **Remove the underlines from hyperlinks.**
    Text in resumes should not be underlined, including hyperlinked email addresses.

    HOW TO
    To remove the hyperlink (and thus the underline), right click on the hyperlinked text
    (mstudent@tulane.edu) and choose Remove Hyperlink from the menu.

9. **Resume or Resumé or Résumé?**
   Most sources agree that all three forms are acceptable as long as they are used consistently.

   HOW TO
   To produce an "e" with an accent acute (for example, when typing **résumé**), typing ALT-130 instead of a keyboard "e" will produce the desired result. (Hold down the ALT key while typing 1 3 0 on the numeric keypad.) In Word, typing CTRL-'(hold down the CTRL key while typing the apostrophe key) then typing the "e" key will produce é.

10. **Copy and paste formatting.**
    Use **Format Painter** to copy formatting from one text selection or paragraph to another.

    HOW TO
    Select the text or paragraph to copy the format from, click on Format Painter on the Home menu tab, then "paint" the text where format is to be copied.
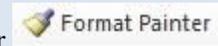
11. **Indent whole paragraphs.**
    The Indent button will move whole paragraphs to the left or right in one click.

    HOW TO
    Place the cursor in the paragraph that is to be indented. From the Home menu tab, click the Left or Tight Indent button . Paragraphs can be manipulated manually from the ruler bar by sliding the Left and Right Indent markers .

    SHORTCUT
    Press CTRL-M to indent a paragraph one tab stop to the right.