Candidate's Name (Don't change font size)

Street address, City, State, Zip (Don't change font size)

- username@u.washington.edu | http://website address

(206) 123-5678 | (206)321-4345 (fax) ← optional

EDUCATION (this is regular caps; don't deviate from this preset font size and style)

June 2003	**UNIVERSITY OF WASHINGTON**	Seattle, WA

Candidate for Master of Business Administration, concentration listing

- Activities such as clubs. Format Officer title, Club name; Club name
- Certificate programs listed
- Additional activities, awards, honors

May 1996	**UNDERGRADUATE INSTITUTION**	City, State abbrev 2 letters

Bachelor degree description, concentrations

- Achievements, honors
- Thesis, study-abroad program, etc. Keep this section concise.

EXPERIENCE

2000-Present	**COMPANY NAME, INC. (THIS IS SMALL CAPS STYLE)**	City1, Country1/City2, State abbrev 2

Title, Division or Subsidiary if applicable

An optional line describing company's business, to help recruiter contextualize bullet points.

- Each bullet should describe responsibilities and achievement. Can use multiple phrases. Each bullet should be 1-3 lines long. Group responsibilities and activities logically to the reader
- List bullets in the order starting with one that broadly describes your job from the 10,000 feet level.
- Proceed with additional bullets that drill down to key responsibilities, describing the activities with action verbs, using little passive tense (is, are, there is, were accomplished). Try to include numbers to quantify your achievement
- Line spacing between each employer listing is 5 point.

1999-2000	**COMPANY NAME 2 CORPORATION** *(for this position if different from other position)*	City, State abbrev
	Title 1, Division 1 or subsidiary1 if applicable	City, State abbrev

- Apply same principles for developing bullets as mentioned earlier.
- A note about formatting bullets. If you lose the formatting of a line, don't replicate it manually. The trick is to go to a line where the formatting is ok, select some text, hit the yellow paint brush button on the task bar.
- Then go to the messed up line and place the cursor somewhere in that line. The new format should copy over.

1996-1999	*Title 2, Division 2 or subsid 2 if applicabl* (For this position if different from other position)	City, State abbrev

- Text of the body is all set at 11 point font. If you *really* need more space, lower to 10.5. Minimum is 10pt. Leave the category (Educ, Exp, Skills and activ) and contact info at the preset size.
- Character spacing is condensed at 0.2point. To manipulate character spacing, select the desired text, and go to Format > Font > Character Spacing. Drop down and pick 'condense" and reduce it by 0.2. You can play around and see what you get.

1996-1999	**SOMETHING INSTITUTE**	City, State abbrev

Title, Division or subsidiary

- As the position becomes less recent, you might have fewer bullets for the position. You might condense what were 3 bullets into one. The assumption is that over time you have advanced in your career, and the interesting content is at the more recent positions.

SKILLS AND ACTIVITIES

- Group like items together. Maybe one line for special computer skills, licenses, languages
- Lump personal hobbies or activities into 1 line. Don't make it too long. Remember, this is a resume.