



SILICON VALLEY PROGRAM

CLAREMONT MCKENNA COLLEGE

Resume Tips & Tricks

Over the years, students have submitted their resumes in many different formats. We have learned that the resume book presented by the Silicon Valley Program to interested employers is best received when the resumes have a uniform appearance. The template attached is designed to make your resume more accessible to the reader, and to help them understand your experiences better. Remember that you're trying to convey information in a quick manner, and that anything that confuses a reader is likely to land that resume in the wrong pile.

Please apply these standards to the attached resume template.

Margins

Use 1" margins on all four sides, except for the top, which may be 0.5". If you need extra space, you may reduce your bottom margin to no less than 0.5".

Font

Font Name = "Calibri" throughout

Font Point Size

Name Line	20 pt.
Section Headers	14 pt.
All Else	10 pt.

Font bold or italics

Headers	Bold
Company Names	Bold
Title Lines	Italics
All Else	Normal

Color = Black

Paragraph Formats

Headers

Spacing Before	6 pt
Spacing After	3 pt
Line Spacing	Single

All Others

Spacing Before	0 pt
Spacing After	0 pt
Line Spacing	Single

<u>Tab Stops</u>	<u>LEFT TAB</u>	<u>CENTER TAB</u>	<u>RIGHT TAB</u>
Name Section:	Left Margin	Center of Page	Right Margin
Remainder:			Right Margin
Bullets:			
Use a simple bullet			
First Line Indent	1/8"		
Left Indent	3/8"		
Hanging Indent	3/8"		
Never use the space bar to move text over. Use tabs and tab stops.			

Interests & Skills Section

Bold the topic and its trailing colon, but not the detail (ex.: **Computer:** HTML, C++)

Date Ranges

Use em-dashes between dates in a range.

To get an em-dash:

 Type a word or phrase (ex.: "September 2011")

 Type a space

 Type two hyphens "--"

 Type a space

 Type a word (ex.: "Present")

 Type one more space

MS Word automatically changes the two hyphens to an em-dash. You can also use the insert function.

Word Conservation

Less is more. Remember the old line, "If I had more time, I would have made this shorter." Take the time to edit each bullet carefully for clarity and brevity. Use one topic per bullet.

One Page Rule

Keep your resume to one page.

File Naming Convention

I see at least 28 – 50 resumes each semester. If everyone names their resume "Resume.docx" then I go nutty trying to figure out which file belongs to which student. Plus, think of this from the employer's perspective. Should they save your resume to their desktop, they will likely be confused down the road when they forget what they've done. Therefore, please use this file naming convention for all of your resumes going forward in life:

[last name] [first name] Resume [Company or SVP] [Date].docx

Final Document Format

Never submit a MS Word document (or the Apple, Google, etc., equivalent) for a final resume; you should submit a PDF whenever possible. This insures that nobody can accidentally alter your file and then send that to another person, who might think that YOU made an error. There is an exception to this rule: I might ask for your resume in MS Word so that I can manipulate your formatting prior to compiling the resume book. I will never send your MS Word file to an outside source, and I will make only modest changes without your permission.