

Tips for Creating a Scannable Resume

- Left justify the entire document.
- Use white or light-colored 8.5 X 11 paper, printed on one side only.
- Provide a laser printed original if possible.
- Do not fold or staple.
- Use standard typefaces such as Helvetica, Future, Optima, Universe, Times New Roman, Palatino, New Century Schoolbook, and Courier.
- Use a font size of 10 to 14 points (avoid Times 10 point).
- Don't condense spacing between letters.
- Use boldface and/or all CAPITAL LETTERS for section headings as long as the letters don't touch each other.
- Avoid fancy treatments such as italics, underline, shadows and reverse (white letters on black background).
- Avoid vertical and horizontal lines, graphics, and boxes.
- Avoid two-column format or resumes that look like newspapers or newsletters.
- Place your name at the top of the page on its own line. You can also place it on subsequent pages.
- Use standard address format below your name.
- List each phone number on its own line.
- Use nouns rather than action verbs. Include words that you think your employer might use in a search (i.e., technical jargon).
- Contact your campus's career services office for more tips or a resume review.

Source: Indiana Collegiate Career Fairs (ICCF)