

FORMATTING TIPS FOR HIGH SCHOOL RESUMES

APPROPRIATE MARGINS

Setting your margins correctly is crucial to presenting an organized and readable resume to potential admissions representatives and/or employers. A comfortable margin size of .50 inches. It is not recommended to go smaller than .05 inches. If the document is printed there is a good chance the text will not print correctly.

PROFESSIONAL FONT AND FONT SIZE

FONT TYPE

The right font and font size will make your resume presentable and professional. Use simple fonts, such as Calibri, Open Sans, Helvetica, or Arial. They have a large family of options to interchange text styles like Regular, SemiBold, and Bold.

If you're more creative, try using a San Serif font like [Open Sans](#) with a Sans Font like [Sanchez](#). It can highlight important information and callouts.

FONT SIZE

12 pt is the ideal font size for the resume body, though if you're having trouble fitting in some of the text, you may go down to 11 pt. Try to keep the paragraph text no smaller than 9pt, anything smaller than that will be difficult to read online or in print.

FONT HEADINGS & SUBTITLES

For headings and subtitles, increase the font size to 16–24 pts. Consider using bolding, underlining, or capitalization to provide even more visual emphasis and contrasting font types to help differentiate content.

[Google Fonts](#) are free, safe, and secure to download.

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LEFT-ALIGN KEY CONTENT

Key content, such as contact information, headers, and sub-headers that are left-aligned makes it easier for the reader. This is not a requirement but a helpful tip that makes for an effective and professional resume. Whether you choose left alignment or center, be sure to stay consistent throughout the resume. Having too many combinations of text aligned differently can easily take away from the important information for you to stand out.

STRATEGICALLY APPLY BOLD, ITALICS, AND CAPS

The key is to selectively choose what information should be highlighted. Using bold, italics, and caps can help guide the reader to differentiate important information.

BOLD

Often used for important titles like Companies, Colleges, or Universities.

ITALICS

Used to highlight secondary information relating to the bolded titles.

CAPS

Is great for your name and sections on your resumes for headers.

PROFESSIONAL EMAIL ADDRESS

Ideally, you will want an email that you can use for your professional career. A [Google Gmail](#) account is recommended and uses a combination of your first and last name.

If you are still using high school email it is time to upgrade!

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CORRECT & UPDATED CONTACT INFORMATION

The last problem you want is not having the proper information for an employer or college to be able to contact you.

Be sure to include.

- First & Last Name
- Primary Address (Street, City, State, and Zip Code)
- Phone Number
- Email Address

RELEVANT AND WORKING LINKS

If you have a personal website or online portfolio of your educational work, it is best to provide hyperlinks in the document.

It is highly recommended that you NOT include links to personal social media accounts, except a [LinkedIn](#) Profile.

It is important to remember to keep all related material professional.

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