



# UNSOLVED MYSTERIES OF RESUME WRITING

## Episode 1 – Formatting

- 1** Make sure to include your name at the top of your resume, but not in the header section of Word. Applicant tracking software (ATS), which is software that scans and ranks resumes, may not be able to scan headers, so best practice is to never place critical information like your name in the header on page one. While USAJOBS does not use ATS, you still should not include your name in the header.
- 2** If you have a professional registration (medical doctor, professional engineer, etc.), you may put a comma after your name and put PE for professional engineer. However, there is no reason to include a degree following your name. If you use a nickname, your nickname should appear as a parenthetical. For example: FIRST NAME (nickname) LAST NAME.
- 3** Use a full address on a federal resume; use only your City, ST and zip code on a private sector resume.
- 4** Make sure that your email address is professional; do not use birth year or any number combination that could be perceived as a birth year. Employers do not want to be concerned about you identifying your age, and therefore may not consider your resume.
- 5** A private sector resume should be either one or two full pages; a federal resume typically runs 4-7 pages.
- 6** Make sure your resume content (names, dates, employers, etc.) matches your LinkedIn experience section accurately.
- 7** Use modern fonts like Calibri, Ariel, or other serif fonts as these are easier to read on mobile and tablet devices. Times New Roman is appropriate for a federal resume. Do not use fonts you have downloaded from the Internet—the company or person you are sending it to may not have that font downloaded and may not be able to actually read your resume.