Electronic Résumé

You have been asked to e-mail a résumé. What will it look like on the other end? It might possibly look like a jumbled mess. Follow these simple steps to format your résumé to include in your e-mail messages.

Send your e-mail résumé to your potential employers in a PDF file – this preserves the formatting of your resume and keeps its shape across multiple devices. Below is the process for setting your resume to the PDF format in Microsoft Word.

Converting .doc/.docx to .pdf

Please be sure to rename your newly formatted resume!

Margins: Margins are the surrounding border of whitespace around the edge of your document, and are generally recommended to be 1 inch all the way around. To set your margins, go to *Layout → Margins*.

Font: Make sure that the font you choose to use for your resume is professional looking and easy to read (Times, Times New Roman, Arial, Helvetica, Optima, and Tahoma are typical). Make sure that the font size is somewhere between 10 and 12 point for the body of the resume, and around 14 point for the contact information. Your name can be a slightly larger, 14 – 16 point.

Page Length: Limit your resume to 1 page.

Colors: This is an engineering resume, not a display of your artistic abilities. Leave out the fancy colors and graphics – use black ink only.