



Resumes

Career Success Resume Template: Instructions

The College of Arts and Sciences Center for Career and Professional Success can aid you in resume preparation for the internship or job search. This template is designed to help you with formatting your resume, providing tips on how to create a visually appealing document. For guidance on what content to include in your resume, refer to the Career Success collection of resume tip sheets. We have 17 tip sheets customized to the needs of Arts and Sciences majors.

We have created this template as a guide for you to begin crafting your resume. You can refer to the Resume Tips for First-Year Students tip sheet and the Core Resume Sections for a College Student tip sheets for additional resume guidance. Please feel free to use this template to plug in your specific resume content. The following instructions will help you as you work through the template. After you have used this template to create a resume, we highly encourage you to follow-up with a career coaching appointment to receive additional feedback on your content, formatting, structure, etc. You can schedule an appointment with a Career Coach via Handshake.

Applicable Career Communities:



[Download the Career Success Resume Template](#)

Additional Resources

If you find it challenging to work with Microsoft Office, please refer to these FREE options for online Microsoft Word training:

- **Lynda Online Training with a Columbus Metropolitan Library Card**
<https://odee.osu.edu/online-tutorials>
- **Ohio Means Jobs Online Training -**
<https://www.learningexpresshub.com/productengine/LELIndex.html#/center/ohio-means-jobs/homehttp>
- **Career Success Quick Chat:** If you have a question regarding using the tip sheet and/or a quick question about building your resume, please feel free to send a message to a Career Coach during our Quick Chat hours <http://go.osu.edu/CareerSuccessQuickChat>

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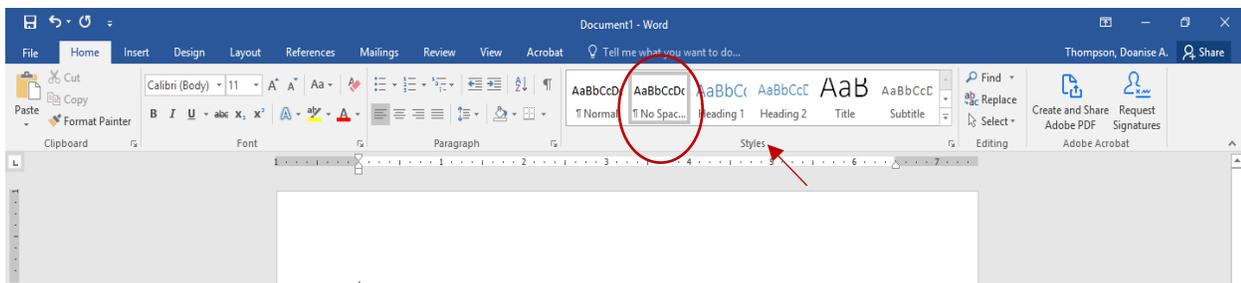
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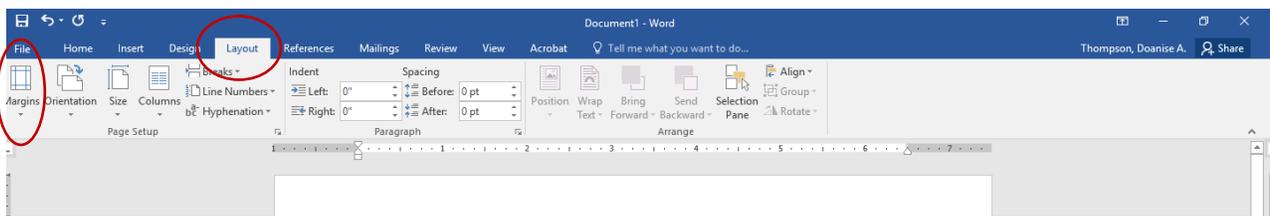


Template Instructions:

1. Download the FREE Microsoft Word software via OSU's IT site - https://osuism.service-now.com/selfservice/kb_view.do?sysparm_article=kb04733
2. Open a new, blank Word document to create your own template using the next steps OR open the **Career Success Resume Template** to begin crafting your resume. If you opt to plug your content into the Career Success resume template, you can disregard the following steps unless you would like to make formatting changes to the template.
 - DO NOT USE A TEMPLATE FROM MICROSOFT OR OTHER PROVIDERS. DO NOT USE GOOGLE DOCS.
3. Under the "Home" tab in the "Styles" section at the top of your document, click on the "No Spacing" option. This will ensure that your resume is not automatically formatted so that there is not unnecessary spacing between lines throughout your document.



4. Select an easy-to-read classic serif font such as Times New Roman, Arial, Georgia and a font size between 10-12 point. Your name, however, should be the largest text on the document and the font size of your name may exceed 12 point.
5. You can decide how you want to set the margins before you create your resume or after you complete your resume. We recommend setting a margin size that is between .5" to 1" on all four sides. Click on the "Layout" tab and select "Margins" to set your margin size. The "Narrow" setting (.5" on all four sides) is the smallest that you should make your margins as anything narrower might compromise printing.



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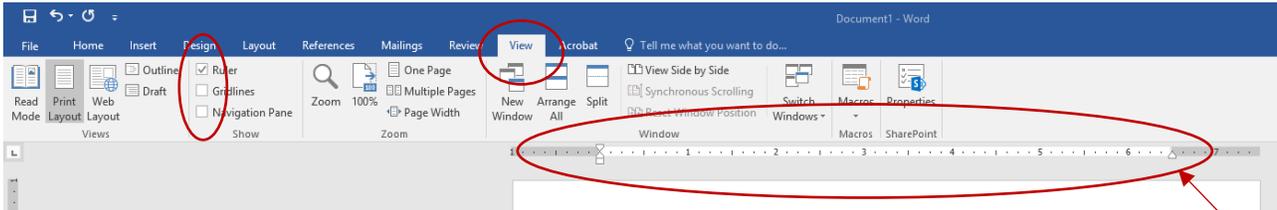
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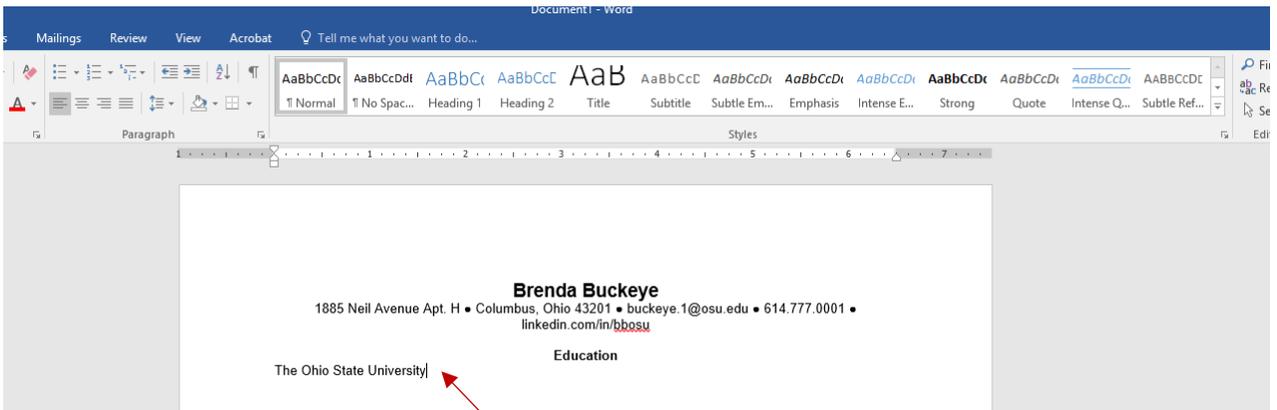


6. In order to ensure that you can properly format and align your resume content, you must make the Ruler visible. This is particularly important to do in order to evenly align content with the right margin!

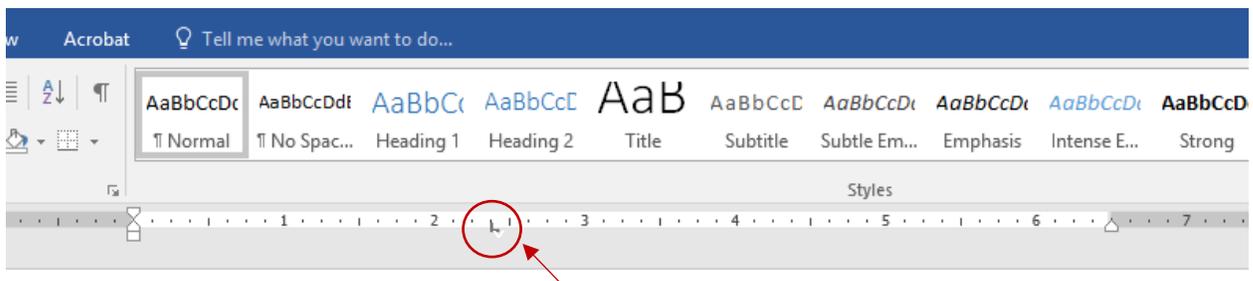
- Click on the “View” tab and then click on “Ruler” to make it visible.



- Go to the first line where you want content to align with the right right-aligned



- Double-click anywhere on the white part of the ruler. That will give you a left tab (if you hover your cursor over it, it will be identified as a left tab).



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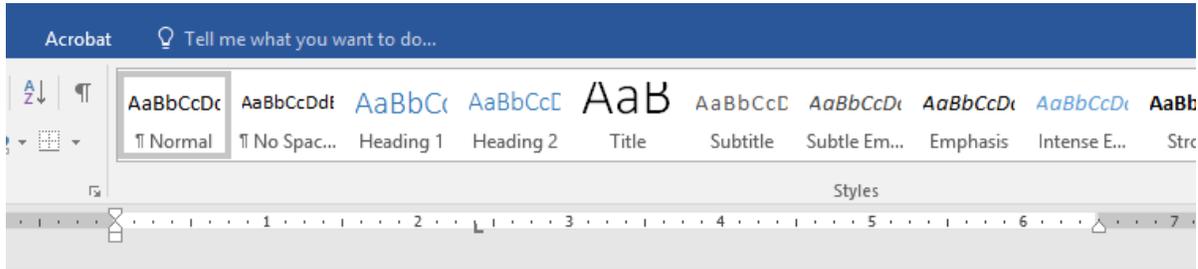
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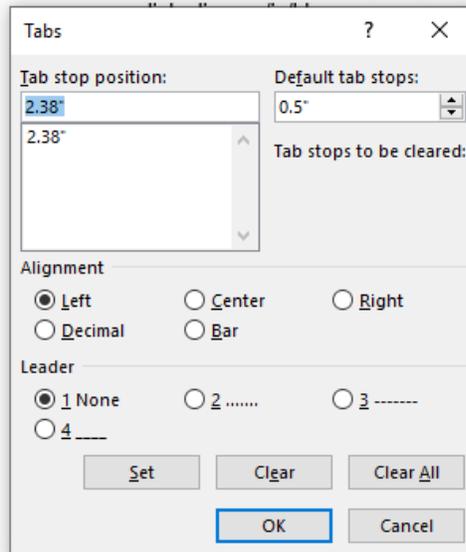
7. Double click on that left tab to open the tabs dialogue box. Note: be careful to double click directly on that same left tab, otherwise you will create additional tabs; once you have the dialogue box open, you can click on “Clear” to remove all tabs on that particular line in the document. Selecting “Clear All”, however, will undo any of the alignment you’ve done elsewhere in your document! You may not want this...



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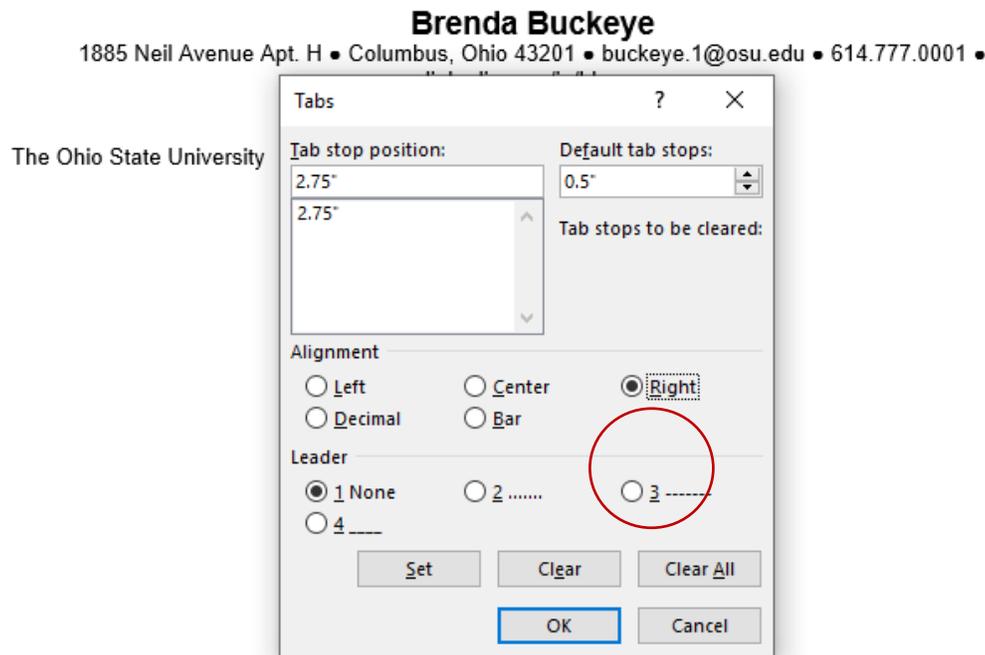
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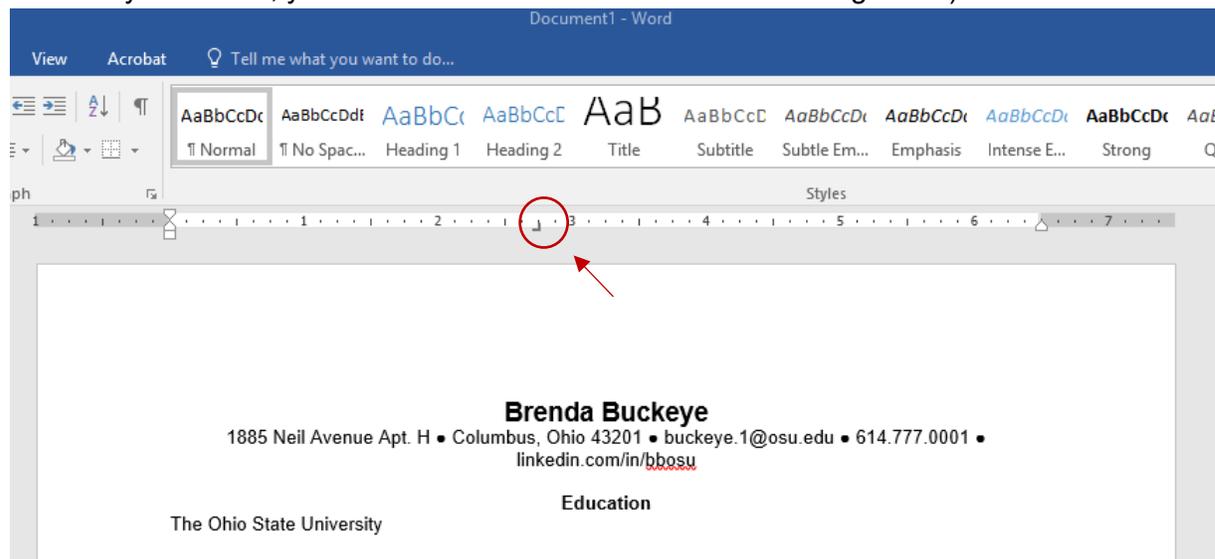
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8. Select "Right" within the tabs dialogue box.



You will then see that the left tab has flipped around and become a right tab! (If you hover over this with your cursor, you'll also see that it will be identified as a right tab.)



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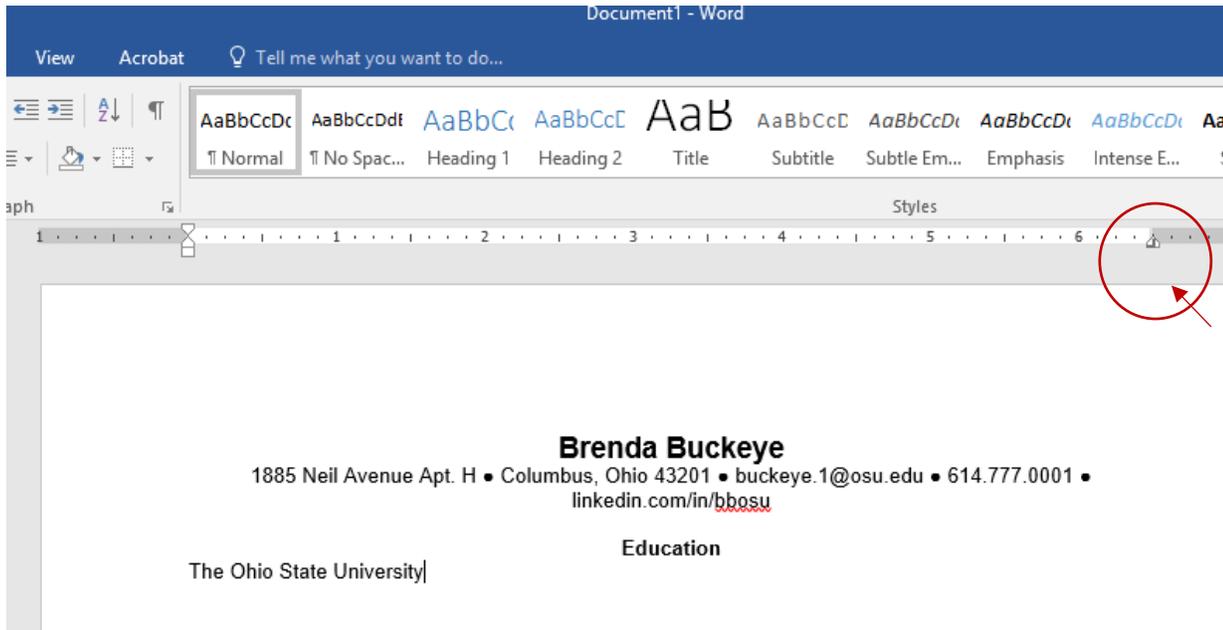
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- Then, click – again carefully – one directly on your new right tab and drag it in the ruler section over until it aligns exactly with the right margin (which is marked by a little blue or white triangle shaped indent marker).



- 10. Finally!** Hit the “Tab” key on your keyboard, which will align your cursor with the right margin – and type away!



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Final Thoughts

If you are creating a brand new document and adding content line-by-line, each subsequent line should automatically align with the right margin when you hit tab. You should be good to go from here on forward!

However, if you alter the margin size to better fit all of your resume content on the page, you will need to go through and add in a right tab alignment line by line. This is also true if you are revising a document you have already created. Yes, it is a bit tedious! But be patient, and you'll soon have a sharp, professional looking finished product. Happy resume writing!

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