



## Overall Format

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### Transcript

00:00:00:00 - 00:00:20:72

**Narrator:** The layout and formatting are something that can make or break your resume. It is important to ensure that it is easy for an employer to read and find essential information. A clean design isn't just about looking good, it's about making your information easy to understand, fast to skim, and memorable for the right reasons.

00:00:20:72 - 00:00:33:13

**Narrator:** Here are a few simple layout tips that make a big difference. White space is like breathing room for the page. Make sure each section has consistent margins and avoid squeezing bullet points too close together.

00:00:33:13 - 00:00:46:07

**Narrator:** Aim for a balanced page with text and white space. When everything has a bit of space, your resume instantly looks more professional and becomes easier to scan. Resist the temptation to over format.

00:00:46:07 - 00:00:58:68

**Narrator:** While it is easy to start bolding, underlining and highlighting, too much formatting creates visual noise. When everything is bold, nothing stands out. Aim to be consistent with formatting.

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**Narrator:** For example, choose one type of formatting such as underlining or all caps. Use the same bullet and font style as well as the same alignment of text, headings, and dates throughout your document. Your layout should feel clean, structured and calm, not cluttered with graphics, icons or tons of text.

00:01:18:92 - 00:01:30:36

**Narrator:** A single column layout is your safest, most readable option. Make sure each section is concise. While templates may offer ideas, templates can also limit you.

00:01:30:36 - 00:01:43:29

**Narrator:** Many resume templates lock in formatting and prevent you from adjusting margins or font sizes. Start with a blank document. It gives you full control over spacing, structure, and style.

00:01:43:29 - 00:01:58:47

**Narrator:** So, your layout can look intentional, unique, and not forced. You may consider adding a personal touch depending on your sector. Perhaps a small graphic, a subtle accent color, or stylistic choice aligned with field.

00:01:58:47 - 00:02:20:01

**Narrator:** Your resume should be unique to you. Overall, keep things clean, give your content room to breathe, avoid formatting overload, and ensure it is easy for the reader to find important information related to the position you are applying to. The letterhead is the top section of your resume and can also be used for your cover letter so your documents match.

00:02:20:01 - 00:02:30:64

**Narrator:** It can make a strong first impression. Aim to design a unique layout for your letterhead. Don't be afraid to move away from standard templates or default word headers.

00:02:30:64 - 00:02:51:65

**Narrator:** It doesn't have to be elaborate or flashy, clean lines, balanced spacing, and a touch of individuality. For instance, a slight pop of color, an authentic short tag line or an increase in font size can make your letterhead feel intentional and polished. Ensure you include essential contact and professional links.

00:02:51:65 - 00:03:09:72

**Narrator:** For example, an email, phone number, your city or region, and perhaps links to your website, portfolio, LinkedIn, blog or GitHub, if applicable to your field. It is important to make sure the links are short, clean, and clickable if you're submitting digitally.