

## When Your Resume Is Too Long

### Step One: Use Space Efficiently

#### Margins

- Margins can be smaller for resumes than for other documents.
- Narrowest option: 0.5" all around.
- If space is available, use smaller margins on top & bottom, larger on left & right.

#### Contact Information

- Your contact info can be combined on one line, two at most.
- Add a separator (not a comma) between items for readability. Examples:  
email • phone • city • linkedin  
email | phone | city | linkedin

#### Line spacing: don't overspace

- Spacing between experiences in same section: only 1.5 line spacing, not double space.
- For all lines within the same experience—organization, position, bullets—use single-space.

#### Font size: don't go bigger than needed

- Default font size of 12 points is larger than needed. 11-point works for all font styles.

### Step Two: Reduce Content

#### Sections: options to reduce

- Combine separate sections into one (e.g. Activities & Community Service)
- Change one section into a sub-section of another (e.g. put Honors & Awards within Education)

#### Length of bullets: options to reduce (See: ["Better Bullet Points"](#))

- For bullets barely over one line: re-phrase to fit on one line
- For two short bullets: combine to make one, single-line bullet

#### Last resort: options to remove content

- For experiences with more than four bullets, eliminate the less relevant bullets
- Eliminate some items altogether. Rules of thumb for removing content:
  1. older items that are redundant to more recent ones
  2. high school information and experiences
  3. less relevant to position applying for
  4. less impressive positions or achievements
  5. positions with less responsibility
  6. oldest experiences