

When Your Resume Is Too Long

1) Format More Efficiently

Contact Info Combine into one line & add a separator (not a comma) between items for readability.	Margins Margins can be as small as 0.5 inches all around.
Font Size Use 11 or 12-point font; 10 or less is too difficult to read and 13 or greater is an inefficient use of space.	Spacing Use 1.5 line spacing between experiences in same section; use single spacing for all lines within same experience.

2) Reduce Content

Combine Sections

- Separate sections can go into one (e.g., Leadership & Activities)
- Convert one section into a subsection of another (e.g., put Honors & Awards into Education)

Remove Filler Words

- Remove unnecessary adverbs such as “successfully” or “usually”
- Remove descriptive adjectives
- Do not start bullet points with “Helped with...” or “Assisted with...”

Eliminate Sections & Content

- High school experiences should be removed following your first year of college
- Limit redundant projects or experiences
- Remove projects or experiences that are less relevant to the job for which you are applying
 - **You should create multiple versions of your resume, tailored to each job/industry**