

Typeface Choice

Font Specifications

- Resume Title: Georgia font, 35.0, bold, center aligned, black, border shaded blue-gray
- Cover Letter Title: Georgia font, 55.0, left aligned, blue-gray
- Cover Letter Subtitle: Georgia, 10.0, bold, left aligned, blue-gray
- Resume Heading 2: Calibri, 10.0, left aligned, black, all caps.
- Resume Heading 3: Calibri, 10.0, bold, left aligned, black
- Resume Heading 4: Georgia, 16.0, bold, left aligned, black, border shaded blue-gray
- Resume & Cover Letter Body Text: Calibri, 10.0, left aligned, black

Format Specifications

Capitalization

- Follow standard English capitalization rules—if in doubt, check the Chicago Manual of Style (CMoS)—except in headings. With regard to headings (titles, subtitles, etc.) capitalize every word except articles—a, an, the—unless they are the first word. Additionally, do not capitalize conjunctions (for, and, nor, but, or, yet). Heading 2 in the resume is an exception, since all letters are capitalized.

Spacing

- Resume Title Spacing: Before, 0 pt; after, 12.0 pt
- Cover Letter Title Spacing: Before, 12.0 pt; after, 18.0 pt
- Cover Letter Subtitle: Before & after, 0 pt
- Resume Heading 2: Before & after, 0 pt
- Resume Heading 3: Before, 0 pt; after, 9.0 pt
- Resume Heading 4: Before, 2.0 pt; after, 13.0 pt
- Resume Body Text: Before, 0 pt; after, 13.0 pt
- Cover Letter Body Text: Before & after, 0 pt

Lists and Bullets:

- Indent bulleted points and lists 0.25" from the left margin.

Margins

- Make sure the margins of your resume and cover letter are 1" all around.

Grammar and Style

- Use parallel structure for all lists.
- Use strong, active verbs throughout both your resume and cover letter.
- Avoid unnecessary modifiers.
- Retain brevity and clarity throughout both documents.

Voice and Tone

- Retain a professional tone throughout both documents. Aim for a formal, clear, direct tone.
- Use active voice.