

The Library

...connecting people and information



How ever can my brilliance be captured in a one-page resume?

Resume Resources & Tips

- Canva is a great resource for creating resumes, portfolios, business cards, menus, logos, flyers, etc.
- Everyone has access to Canva and can access it through Clever or Office 365.
- [How to write a resume: 10 tips to get you started](#) (Canva)
- [Tips on writing resumes & cover letters](#) (Harvard University)
- Use an easy to read font (type and size): template default or no smaller than 12 pt.
- Make sure the resume template size is 8.5 x 11 in.
- Minimize the use of color, especially for the background.
- Highlight transferable skills: problem solving, leadership, teamwork, communication, creativity, etc.
- Be specific..
- Be creative and create your own logo, include a QR code to your portfolio, etc.



Need more help? Ask a librarian!

Mr. Sohoski tsohoski@scsd.us