

Instructions for Guided Resume Template

This guide is your companion to the Career Success [Guided Resume Template](#). Use these steps to format your document correctly and explore our linked resources to help you draft and refine your content.

HOW TO USE THE TEMPLATE

Important: If an organization/employer provides their own template or specific formatting requirements—such as for federal government positions—always follow those instructions instead. This template is intended as a standard professional baseline.

To ensure your resume remains professional and "ATS-friendly" (readable by hiring software), follow these technical steps:

1. **Download & Edit:** Open the template and go to **File > Save As** (Word) or **File > Save a Copy** (Google Docs). Insert your own details and accomplishments.
2. **Consistency is Key:** Keep the fonts (e.g., Arial, Calibri, Times New Roman) and font sizes (10pt–12pt) consistent.
3. **Proof-read Carefully:** Be sure to remove any 'guidance' language. Having someone else review your resume for clarity and accuracy is strongly recommended. Visit the [Career Studio](#) for quick feedback on your resume and an extra set of eyes - no appointment needed.
4. **The Final Step:** Always save an editable version (Word or Google Doc) for your records. When submitting an application, save and send it as a **PDF** (unless directed otherwise). Use a meaningful title to make it easy on your reviewers: Firstname_Lastname_Resume.pdf.

NEED HELP?

Get Human Feedback at the Career Studio*

Visit our [Career Studio](#) in Denney Hall 100 to get immediate feedback on your resume – no appointment needed.

**Note this service is available during the academic year.*

Get Instant Feedback: BigResume (accessed through the [BigInterview](#) platform)

Upload your draft to **BigResume** for immediate, AI-driven feedback. It will score your resume on impact and style, giving you specific suggestions on how to strengthen your action verbs and formatting.

Other Resources:

- Leverage [sample resumes and additional resources](#) to support your resume writing.
 - The [Core Resume Sections Guide](#) can help you organize and format your accomplishments.
 - The [Action Verb Tip Sheet](#) offers a collection of powerful verbs to support your resume writing.

Pro-Tip: Name Pronunciation

If your name is frequently mispronounced, include a phonetic spelling immediately after your name.

- Need help? Ask an [OSU-approved generative AI tool](#) like Copilot or Gemini: "Provide a phonetic respelling for [Name] using simple syllables with the stressed part in CAPS." Always verify the result for accuracy.
- For example:

Alicia Brown [uh-LEE-shuh]