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Resume line spacing

In the competitive job market, your resume is your first impression. It's a carefully crafted document that showcases your skills, experience, and qualifications to potential employers. Every element on your resume, from the font you choose to the layout, plays a crucial role in making a lasting impact. One often overlooked but vital aspect is line spacing. While it may seem like a minor detail, the right line spacing can be a tricky decision. Too little spacing can make your resume. Choosing the appropriate line spacing can be a tricky decision. Too little spacing can make it look sparse and unprofessional. The key is to strike the right balance, ensuring that your resume is both visually appealing and easy to read. This blog post will delve into the intricacies of line spacing on resumes, providing you with the knowledge and guidance you need to make an informed decision that will elevate your resume and increase your chances of landing your dream job. The Importance of Line Spacing Line spacing, also known as leading, refers to the vertical distance between lines of text. It directly impacts the overall readability and visual appeal of your resume. A well-spaced resume is easier on the eyes, allowing recruiters to quickly scan and absorb the information presented. Conversely, a poorly spaced resume is easier on the eyes, allowing recruiters to quickly scan and absorb the information presented. can be a major turn-off, leading to frustration and potentially causing your qualifications to be overlooked. Impact on Readability Line spacing between lines creates visual breaks, making it easier for the eye to move from one line to the next. This improves comprehension and reduces eve strain, allowing recruiters to focus on the content of your resume rather than struggling to decipher the text. Professionalism of your resume. Consistent and appropriate spacing creates a polished and well-organized look, conveying a sense of attention to detail and care. A resume with uneven or excessive spacing for Resumes The most widely accepted line spacing for resumes is 1.15 or 1.25. This spacing provides a good balance between visual appeal and readability. It creates enough space between lines to make the text easy on the eyes without making the resume appear too spacing vs. Double Sp when dealing with longer paragraphs. Double spacing, on the other hand, can create too much white space, making the resume look less professional and potentially shortening its visual impact. (See Also: What Is A Referee On A Resume? Essential Guide) Adjusting Line Spacing for Different Resume Styles While 1.15 or 1.25 is a good starting point. you can adjust the line spacing slightly depending on the style and format of your resume. Chronological Resumes For chronological order, 1.15 line spacing is often a suitable choice. This spacing allows for a good balance between readability and conciseness, ensuring that your work history is presented clearly and effectively. Functional Resumes Functional resumes, which emphasize skills and abilities rather than work history, may benefit from slightly wider line spacing (1.25 or even 1.3). This can help to create a more spacious and visually appealing layout, allowing the focus to remain on your key skills and accomplishments. Combination Resumes Combination Resumes Combination resumes, which blend elements of both chronological and functional formats, can often use 1.15 line spacing trikes a good balance between showcasing your work experience and highlighting your skills. Tips for Optimizing Line Spacing Here are some additional tips to help you optimize line spacing on your resume: Use consistent spacing throughout your resume. Adjust spacing between sections, e.g., work experience, education, skills) to create visual breaks and improve readability. Pay attention to font size and type. The size and style of your font can also impact the overall appearance of your resume. Choose a font that is easy to read and adjust the font size accordingly to ensure that the text is not too small or too large. Use a resume template. Many resume templates come with pre-set line spacing and formatting options. This can save you time and ensure that your resume looks professional. Line Spacing in Different Industries While the general guidelines for line spacing apply across industries are line spacing apply across industries. (See Also: How Do You See Your Resume on LinkedIn? Boost Your Online Presence) Creative Industries In creative fields such as design, advertising, and writing, a slightly more relaxed line spacing (1.25 or even 1.3) may be acceptable. This can create a more visually dynamic and engaging layout that reflects the creative nature of the industry. Corporate Industries In more traditional corporate industries, such as finance, law, and consulting, sticking to the standard 1.15 line spacing is generally recommended. This conveys a sense of professionalism and formality that is expected in these sectors. Conclusion Line spacing is a subtle yet crucial element that can significantly impact the effectiveness of your resume. increase your chances of landing an interview. Remember to consider the industry standards, your resume style, and the overall visual impact when making your decision. By paying attention to this often-overlooked detail, you can elevate your resume and make a lasting impression on potential employers. FAQs What is the best line spacing for a resume? The standard line spacing for resumes is 1.15 or 1.25. This provides a good balance between readability and visual appeal. Should I use single spacing for my resume? Single spaci - Boost Your Chances) Can I use double spacing for my resume? While double spacing can create a more spacious look, it can also make your resume appear less professional and potentially shorten its visual impact. How do I adjust line spacing in a specific section of my resume? You can use slightly wider spacing between sections (e.g., work experience, education, skills) to create visual breaks and improve readability. What line spacing should I use for a creative industry resume? In creative industry resume? In creative fields, a slightly more relaxed line spacing (1.25 or even 1.3) may be acceptable to create a more visually dynamic layout. Whether you're creating your first ever resume or updating it for the fiftieth time, it's important to get the basics right. Things like font choice, margin size, and line spacing might not seem like make-or-break resume elements, but presentation and readability are, which means these small things can actually make a big difference. Luckily, the standard practices for most of these are to stick to the default settings — which, in the case of line spacing, means that 1.0 line spacing is usually the best option. To learn more about why — and when it's okay to deviate — keep reading. Key advice to remember when determining which resume line spacing is best for youWhy line spacing on its own doesn't matter — which is to say, nobody's going to reject you solely because you used 1.15 line spacing instead of 1.0. What matters is the overall appearance of your resume look attractive, organized, and easy to skim. Most importantly, it avoids calling attention to itself, which is why sticking to standard conventions for resume presentation is usually the right call. If you're not sure if you're not sure if you're not sure if you're chosen the right line spacing doesn't exist in a vacuum. Your font choice and size also matter — different font choices will impact the way your line spacing appears. Here's how to navigate this for different kinds of fonts. Modern fonts like Arial or Calibri are usually designed with both paper and computer screens in mind, which means they tend to be well-spaced and easier to read. Stick to the standard 1.0 line spacing to maintain their sleek, professional look. Example of a resume with a modern font and 1.0 line spacing Dense fontsMore old-fashioned fonts like Garamond or Times New Roman are still classic choices for resumes, but they also tend to be denser and more compact. This means they can be a little harder to read, which makes 1.15 line spacing a better option. Example of a resume using a dense font and 1.15 line spacingLarger font sizesIf you're using a larger font size for better readability (above 12 point), stick to 1.0 line spacing. Example of a resume using a larger font and 1.0 line spacing. Example of a resume using a larger font size for better readability (above 12 point), stick to 1.0 line spacing. Example of a resume using a larger font size for better readability (above 12 point), stick to 1.0 line spacing. to make sure your line spacing complements your font choice. This means you may need to play around with different line spacing to find the best look — the goal is to balance high readability with aesthetic appeal. Should a resume be double spacing isn't recommended for resumes. In general, anything over 1.15 spacing only wastes valuable resume space. It also tends to look like you're trying to hide a lack of content, which is an instant red flag. Instead of increasing your line spacing or resume margins, follow our tips on how to write a resume with limited work experience, like adding relevant certifications, projects, or volunteer activities. How line spacing interacts with ATSIt isn't just recruiters or hiring managers who will see your resume — before that, there's a decent chance it will have to go through an Applicant Tracking System (ATS). ATS are used by most companies to help streamline the hiring process, which makes it crucial to understand a little about how they work. Here's what you need to know: Standard line spacing (1.0 to 1.15) is generally ATS-friendly. These systems are designed to parse most types of standard formatting, which is another reason to stick to the default options for line spacing may confuse ATS and lead to parsing errors. Stick to the standard range for best results. Using consistent line spacing throughout your resume helps ATS distinguish between different resume sections. Try not to change your line spacing for important elements, like section headings. Using slightly larger line spacing or a blank line before different resume sections can help define the beginning and end of sections for ATS. If you want other important information (like your contact information or job title) to stand out, opt for bold, italics, or capital letters instead of increasing your line spacing. To ensure your resume is ATS-compatible, try running it through a free resume checker first. These use ATS software to scan your resume and provide feedback, so if they can read it okay, it's probably good to go. When crafting your resume much easier to read. You can optimize white space on your resume by adjusting your margins, spacing, and font size. In this article, we explain why it's not a good idea to cram too much text onto your document, addressing the following questions: Do I need to fill up most of the white space on my resume? What does effective resume spacing look like in practice? How can I adjust the margins on my resume? How can I adjust the line spacing on my resume? Do I need to fill up most of the white space on my resume? Absolutely not! White space is not wasted space. By incorporating sufficient spacing on my resume? Absolutely not! White space on my resume? The white space on my resume? Absolutely not! White space on my resume? Absolutely not! White space is not wasted space. By incorporating sufficient spacing into your resume? Absolutely not! White space is not wasted space. By incorporating sufficient spacing into your resume? Absolutely not! White space is not wasted space. By incorporating sufficient spacing into your resume? Absolutely not! White space is not wasted space. By incorporating sufficient spacing into your resume? Absolutely not! White space is not wasted space. By incorporating sufficient space is not wasted space. By incorporating space is not wasted space is not wasted space. By incorporating space is not wasted space is not wasted space. By incorporating space is not wasted space is not wasted space. By incorporating space is not wasted space is not wasted space is not wasted space. By incorporating space key information they need to decide whether they would like to invite you for an interview. Simply put, if you attempt to cram as much information onto your resume as possible by dramatically reducing font size and margins, you make the recruiter's job a lot harder than it needs to be. An overly-cluttered document may even keep a recruiter from reading it altogether (and studies show that recruiters already spend just 7.4 seconds reviewing a resume)! If you are tempted to keep adding more content to your resume, we strongly recommend taking the time to ensure that your document focuses on capturing the key information. You can always speak to non-essential items during an interview. Start to narrow the scope of your content by learning how to craft achievement-driven bullet points and tailor your resume? There is no hard rule for how much white space should I have on my resume? There is no hard rule for how much white space should I have on my resume? There is no hard rule for how much white space should I have on my resume? There is no hard rule for how much white space you should have on your resume. spacing of 8 pt -12 pt after each major section, and line spacing of 1.0 or 1.15 within bullet points and body text (single-spaced). • Margins Your margins are simply the white space around the borders of the page, as these make the greatest visual impact. In addition, some recruiters and hiring managers who print resumes on paper like to use the margins to take notes. You can keep your top and bottom margins a bit tighter, if needed. • Paragraph Spacing Paragraph spacing between each set of bullet points and after the last line of each major section. Add 8 pt - 12 pt of spacing between each major section of your resume, as shown below. Line Spacing control to the amount of vertical space between lines of text in a paragraph. We recommend keeping line spacing on your resume at 1.0 to 1.15. Because you have limited space to work with, you do not need to make your resume double-spaced. What does effective resume spacing look like? Effective resume spacing adds skim value to your document, giving the content "breathing room" and making it easier to read. While a cluttered or unevenly spaced resume will convey chaos and disorganization, a well-formatted, clean document will make a positive impression on recruiters. The resume below provides an example of how you can use spacing to enhance your resume's readability. Keep in mind that while some white space is desirable, it is possible to have too much as well! In addition, be sure that each page of your resume is completely filled. A resume that is 1.5 pages long, for example, will look incomplete. How can I adjust the margins on my resume? To adjust the margins on your resume in Microsoft Word, select Layout > Margins in the top ribbon. We recommend using the Moderate or Narrow default settings provided. The Normal settings provided instructions and a video tutorial on the Microsoft Office website. How can I adjust the paragraph spacing on my resume? To adjust the paragraph spacing on your resume in Microsoft Word, select Design > Paragraph spacing on my resume? To adjust the paragraph the last item in each major section (Heading, Work Experience, Education, Relevant Skills, etc.) Also, be sure to uncheck the "Don't add space between paragraphs of the same style" button, if needed. How can I adjust the line spacing on my resume? To adjust the line spacing on your resume in Microsoft Word, select Design > Paragraph Spacing in the top ribbon. In the Line Spacing section, select Single. Alternatively, you can select Multiple and input a value up to 1.15. You will use this setting for the following areas: Within individual paragraphs To separate consecutive bullet points In Summary By following the guidelines provided, you will ensure you are effectively using the white space on your resume. Additional Reading About Resume Pilots Resume reputation seriously. We are committed to delivering writing excellence and superior service while operating with integrity and discretion. Recruitment firms we partner with also trust us to consistently deliver quality documents for their clients. Our writers have studied in the Ivy League and other top-tier universities and have strong writing backgrounds coupled with industry experience. Here's how we can help you: Resume, Cover Letter, and LinkedIn Writing Services: If you are looking for end-to-end support, hire one of our professional resume writers to rewrite your documents from the ground up. Executive Resume Template Downloads: If you plan to prepare your own resume, consider using one of our classic, ATS-friendly resume templates for Microsoft Word. To learn more about our services, book an introductory call with our founder here or email team@resumepilots.com. Updated on 30 December 2024When you're working on your resume the font might be the last thing on your mind. But details matter. And something that might seem insignificant at first, like your resume font, can have a huge impact on whether you get the job or not. Why's that? Consider the resume readability. You may have the best resume in the world, but if the font is assaulting the HR manager's eyes, well, chances are, they're not going to give you a call back any time soon. Similarly, if you go with the most boring font that's almost camouflaging with the background, they just might forget about your resume. The very first they look at is the resume layout and only then do they go through the contents. If the layout is good (e.g. 1) page, looks good, easy-to-scan, etc.) and the font looks readable - only then will they decide if it's worth a read or not. And remember, this is only done in a matter of seconds. So, imagine someone glances at your resume. What first impression is your font giving off? Do you want your resume to stand out and go in the right box? If so, read on to find out: What's the Best Resume Font & SizeHow to Format Your ResumeHow to Make Your ResumeHow to Make Your Resume font and font size, we generally recommend going with has a direct impact on the readability, and so, it needs to look good on PDF as well as paper. Before we dive into the best resume fonts though, let's take a look at one font you shouldn't ever use: Comic Sans. Yes, you'll stand out. No, not in the good way Jokes (and bashing comic sans) aside, the most common font people tend to use is Times New Roman, 12pt. Now, there's nothing necessarily wrong with that, but you should know that it's going to be the default font for most people. Do you want your resume to stand out among all the Times New Roman resumes? If so, consider using: Ubuntu - Ubuntu is a modern, humanist-style, typeface developed in 2010. It looks great everywhere, maximizes readability, and does not belong to any specific industry. You can use it for all job applications and your resume is guaranteed to stand out. Roboto - Looks familiar? You might recognize this font because Google developed it for its Android operating system in 2011. But don't worry, it's free for commercial use. It has a tech look to it, but feel free to use it in any industry - tech or otherwise. Overpass - Relatively newer font, developed in 2015, Overpass is a digital typeface font inspired by Highway Gothic. It looks very formal and classy, making it ideal for more conservative industries as well because of its sleek design. Once you've picked your font, you move on to:In a resume builder, such as ours, the font sizes are pre-defined in order to create a font hierarchy across the document that will result in increased readability of your resume. When faced with a situation where you are not relying on a resume builder and have to choose the font size yourself, as a rule of thumb, we recommend going with 10-12pt for normal text and 14-16pt for section titles and headers. This approach should save you some space and also won't make the HR manager have to squint to read the text. It's important to note that once you decide on a font and font size, they should be consistent throughout the whole resume. When it comes to the resume layout, here's what you need to know: Line spacing - Go for 1.0 or 1.15 line spacing between text and double lines after subheadings. Feel free to adjust this accordingly based on the space of your resume Bullet points in your resume experience section to make it easier to skim through. Just make sure you don't overuse them, limit them up to 6 points within each section. Resume length - Stick to one page, unless you have 5+ years of experience (2/3 pages at most, in that case). So, once you've got the basic layout and the feel of your resume down, you can now move onto actually writing the main sections within your resume. So not you've got the basic layout and the feel of your resume. Here's how you do that: You probably already have a general idea of what you should include in your resume. So not you've got the basic layout and the feel of your resume. qualifications and call it a day. Well, not quite. The sections you list on your resume have to be relevant to the HR manager and the job you're applying for. No one wants to hear your whole life and backstory. Instead, here's what to include and how. Let's start with the basics. Your name, professional title, email address, contact information. These are all things that go on any resume ever. After all, they need a way to contact you, right? Make sure the spelling is correct, and everything is up to date. Thinking of including your social media handles? As long as they're relevant only if you work in design. Likewise, you might want to include Github only if you're in IT.Do you have more than 2 years of work experience? Include a resume summary that sums up your previous jobs and qualifications in 50 words or less. Don't just repeat what's on the resume below. Instead, offer insight that might compel the HR manager to learn more about you. Now, if that's not the case, feel free to include a resume objective that mentions your motivations and why you're the perfect candidate for your job. If you don't have a lot of experience, feel free to lean on what inspires you instead. This is the section most HR managers jump to in your resume. If you want to convince them that you're the right fit, make sure you list work experience that's relevant to the position and offers actionable insight. If possible, quantify the impact you made when working for each role and be very specific about your accomplishments, not responsibilities. Most job ads typically list the type of skills they're looking for straight away. This is your chance to stand out and prove to the HR manager that you've actually read the job ad. To perfect your skills section, get a good mix of hard and soft skills. What's the difference? Well, your hard skills include specific knowledge and expertise that comes from training. For example, if you're applying for a tech job, your hard skills should include specific knowledge needed for the job. For example: Your soft skills, meanwhile, are self-developed and come from experience. I.e. skills you've learned from life, such as communicating with people, working in a startup, and so on. For example:LeadershipCommunicationSelf-DrivenWhen thinking about some of the skills to put on your resume, read the job a carefully. You want to mention the skills that are relevant for the job - no one cares about your Expert knowledge of Underwater Basket Weaving. This is fairly straightforward, yet, many people make the mistake of filling this section with unnecessary information. When writing your education section, only include the important things, such as: University nameMajor (s) Years attended (Optional) Minor program - Relevant to the job? Feel free to include. Keep it simple, no need to waste space with the background of your university or what motivated you to choose your major. Want to stand out from the crowd AND leave a good impression? Some of these optional sections might help... There's a lot more to making a good resume than what we've covered so far. Want to learn more? We have a super-comprehensive guide for that. Give it a read, and you'll be an expert in no time! Now that you know what goes in a resume, you might be wondering - "what's the best way to make one?" Yes, you can do the whole thing manually and hand-craft your own resume with Microsoft WordBut think about it - do you really want to go through all the hassle? If you're going to be hand-crafting your resume from scratch, you need to get everything right. You need to format it right, get the layout right, make sure it's ATS-friendly (CV screening software HR uses), and really dive into the details. This is extremely time-consuming. Instead of manually knitting up a resume, you could be making better use of your time. Work smarter, not harder, right? If you want to make your life easier, try Novorésumé's resume builder. It's free (with premium options) and really simplifies the process of creating a resume. Our templates were developed with recruiters and employers in mind, so you can rest assured that you're always sending in your best work. Whether you're a college student or a senior executive - Novoresume font practices. Ready to get back into the job search with the best resume font reflects that and that it'll have your resume radiating with the font choice the next time you send it in. Here's a guick recap of what we've learned so far: Best resume fonts are: 11-12pt for normal text, 14-16pt for section titles and headers. The most-used resume formatting order is: Contact information, work experience, skills, and education. With that said, if you don't want to worry about the specific resume formatting and getting the details right - you can always use a resume builder to make your life much easier. There is no reason as to why you should be pouring your sweat, blood, and tears into the painstaking hours of perfecting your resume, down to the margins and fonts manually, when you can just use a resume builder (which is free) to do it for you. If you want to learn other ways to save time and stay up to date with the latest career advice, be sure to check out our career blog. Suggested reading: Your questions about resume margins and formatting answered by hiring managers, plus what you can do to fit more on one page. 4 years ago • 5 min read By Rohan Mahtani Looks aren't everything — but when it comes to your resume, appearances do matter. A good resume shouldn't just be impressive to read, it should also be nice to look at, which means hitting a good balance of content and white space. If this sounds shallow, it isn't — formatting, headings, and design can all massively impact readability, which means something as simple as margins can make or break your resume. The right, right, top, and bottom margins. If you need slightly more space on your resume, you can reduce your margins to around 0.5 inches (half an inch). Don't go any lower than 0.5 inches — it'll make your resume too hard to read. Pro Tip: One inch margins are the default on most programs. If you're using Microsoft Word or Google Docs, there's no need to mess with the margins — just leave them as they are!Why resume margin size mattersMargins that are too small (less than half an inch) result in a cluttered resume, making it hard for recruiters to skim. On the other hand, margins bigger than one inch can give your resume an empty feeling and lead hiring managers to conclude that you don't have much to say. Either way, it's not a great first impression — and it could mean the difference between staying in contention or being discarded immediately. Getting your resume margins right means that: Your resume is easier to readImportant information stands out at a glanceIt looks polished and professional Applicant Tracking Systems (ATS) can process your resume correctly Pro Tip: The best way to get your resume past ATS is to keep it simple — that means no fancy formatting! Check out our guide on how to beat ATS for more tips. How to set your resume — or if you just want to keep it simple — take the easy route by using one of the free resume templates. These all come pre-formatted and are optimized for ATS, including proper resume margins. Pro Tip: If you're not sure if you're not sure if you're not sure if you're sume length, spacing, and font size and style. In Microsoft WordTo set your resume margins in Word: Select Layout or Page Layout at the top of the screen. Click on Margins to Normal — this is pre-set to one inch, which is fine for you resume; feel free to reduce it to 0.75 inches to fit more on a pageIn Google DocsThe default margins in Google Docs are set to one inch, so you probably won't have to change them. If you do:Click File. Choose Page setup. Go to Margins for this document only or Set As Default for all future documents. Or click and drag side margins by locating the ruler at the top of the document and moving the upside down triangle. One inch (2.54 cm) margins are standard in Google Docs. In Open Office or LibreOffice or format resume margins for printJust because your resume looks good on a screen doesn't mean it'll look good on paper. Here's how to format a printed resume margins to standard (1 inch) to avoid cutting off text. Select a print-ready font. While sans serif fonts like Arial and Verdana tend to look better on a screen, serif fonts like Garamond or Times New Roman work better for printed text. Check your paper size is 8.5 by 11 inches (A4). Use good quality white or ivory paper. Before committing, use the "print preview" function to make sure your formatting is intact. Pro Tip: When you're done, always save your resume as a PDF! This preserves your formatting and ensures that your margins will look the same to a hiring manager as they do to you. If you've used small margins, make sure that no informatting tipsGetting the margins right isn't the only key to a professional-looking resume. Here are some of the best resume formatting tips from hiring managers: The standard resume length for most job seekers is one page. It's good to stick to this if you can, but it's better to send in a two-page resume than one with quarter-inch margins and size 9 text. Keep your text aligned to the left — don't center it! This looks more natural and keeps the focus on the most important parts of your resume, like headers pointing to your work experience, skills, and education. When it comes to line spacing for headings is a good rule of thumb. This isn't a hard and fast rule, but make sure there's enough white space and your resume is easily readable. The best resume fonts are clear and readable. If in doubt, stick to a standard font like Arial, Calibri, or Georgia. Just like you shouldn't go too small with your resume margins, don't mess around with your font size. 10, 11, or 12 point text is ideal, depending on what font you choose. Avoid special characters — ATS find them hard to read, which means your resume may come out as gibberish. The same rule applies to images and other "creative" formatting. Adding a horizontal line in Word is an acceptable way of separating different sections of your resume. If you're not sure how to correctly format lines on your resume, simply add an extra space between sections instead. Whatever format you choose — font, size, spacing — use the same formatting throughout your entire resume. When it comes to margins, your left and right margin to be 0.5in, then also set your right margin as the same (0.5in). Pro Tip: For even more help with resume formatting, including the perfect font choice, check out our guide on what font to use on your resume formats might look fancy, but they're unnecessary. The vast majority of hiring managers prefer a standard resume format — even those hiring for creative positions. Even more reason to keep your resume simple? Not only are fancy resumes hard for recruiters to read, they're even harder for ATS. Machines have a tougher time reading things than people do, so avoid anything that's likely to confuse them, like images and downloaded fonts. If you're worried about ATS, use the tool below to find skills and keywords relevant to the job you're applying for. It's a good way to improve your chances of getting past ATS screeners. Pro Tip: Using a free ATS resume scanner can take the guesswork out of applying for jobs. Simply upload your resume and let our AI-powered software do the rest! Share Tweet Share Email public public 5 months ago • 9 min read public public