

Publications

3-24-2019

Resume Headings

John Lamothe

Embry-Riddle Aeronautical University, lamota46@erau.edu

Follow this and additional works at: <https://commons.erau.edu/publication>



Part of the [Nonfiction Commons](#), and the [Technical and Professional Writing Commons](#)

Scholarly Commons Citation

Lamothe, J. (2019). Resume Headings. *Writing Commons*, (). Retrieved from <https://commons.erau.edu/publication/1330>

This Website is brought to you for free and open access by Scholarly Commons. It has been accepted for inclusion in Publications by an authorized administrator of Scholarly Commons. For more information, please contact commons@erau.edu.

Resume Headings

Written by John Lamothe

Category: [Employment Documents](#)

Published: 24 March 2019

Last Updated: 24 March 2019

Hits: 1517

1. Don't overlook the name – Essentially, your name is the title of your resume, and it's something that students often don't put enough thought into. When potential employers finish looking at your resume, what's the one thing you want them to remember? Your name. So you should make sure the way you present your name grabs their attention. Human beings are visual creatures, so your name should be attractive visually. Consider the size, font, style, and layout of the name.
2. Make it big – You want your name to stand out, and size does matter. There's no "correct" size when it comes to your font, but in many circumstances, a font size between 24-36pts is not too large. Depending on your font style and layout, it's possible to go larger as well. Just make sure your name doesn't take up too much vertical space on the page.
3. Make it interesting – Choose an interesting font, but it needs to be one that's still readable (handwriting or cursive fonts can be problematic) and still professional. If you could imagine it being the logo font for an engineering company, bank, or law firm, you're probably on the right track. It tends to be more visually appealing if it is bold and has a slight slant to it, and it shouldn't be the same font you use for the body of the resume.
4. Add some color – Using a colored font for your name and then using that same color to add accents to your resume (i.e., section titles, lines, etc.) will make your resume stand out. However, make sure the color you choose looks professional. Blues and greens tend to be the safest choices.