InDesign

your

Resumé

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Glossary

→ **Boilerplate**: standardized text; a document that contains complete resumé content

→ **Decorative**: fonts that are ornate and less neutral, such as *Papyrus*

→ **Full-bleed**: the page is trimmed so that some things go off the edge, instead of having a margin around the page

→ **Grid**: system that text-based designs align to

→ **Gutter**: space between guides

→ **Hard-return**: line break created by pressing Enter. Used to separate paragraphs.

→ **Hierarchy**: a typographical system that defines and differentiate between levels of text

→ **InDesign**: program used for creating layouts with lots of text

→ **Kerning**: the space between two characters

→ **Leading**: the space between each line of text. Make sure it's not too loose or too tight

→ **Margin**: the white space around a page or shape

→ **PDF**: file format that anyone can open, no matter the operating system. Good file format for saving resumés

→ **Rule**: a line used as a decorative element or as a way to separate information

→ **Sans serif**: font without the small flourishes on the edge of the character, such as Arial

→ **Serif**: font with small flourishes on the edge of the character, such as Times New Roman

→ **Soft-return:** line break created by pressing Shift + Enter. Used to separate lines of text within a paragraph.

→ **Tracking**: the space between each character in a word

→ **Typography**: technique of arranging text to make content legible, readable, and appealing when displayed

→ **Weight**: different styles of a font, ie. light, bold, italic

The Importance of Good Design

→ Like it or not, the resumé is the first impression an employer has of you as an artist and as a professional. Potential employers will likely spend an average of 10 seconds on your resumé. It must be clear and organized, so that it is easy to pick out important information at a glance.

Consider your audience—depending on the industry standard of your profession or major, you may or may not need to design your resumé. Check with Career Development if you are not sure.

Prior to designing your resumé, you should have a **boilerplate** text document that contains all of your experience in one place. The type of job you are applying for determines which experiences will be included on your resumé. If you do not have your resumé built, please refer to Career Development's "Building Your Resumé" handout (see p24).

This is also a good opportunity to spell check and have your content reviewed by at least one other person. A good place to do this is during Career Development's Drop-In Hours, or in an appointment with a Peer Career Advisor.

→ First and foremost, after you open **InDesign**, navigate to the InDesign tab in the top menu bar and go to Preferences → Units & Increments. Here, you can adjust the settings under Ruler Units from picas to inches. This will make setting up the document much less confusing.
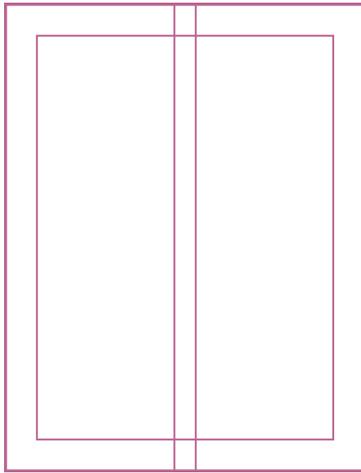
step 01
Setting up the Document
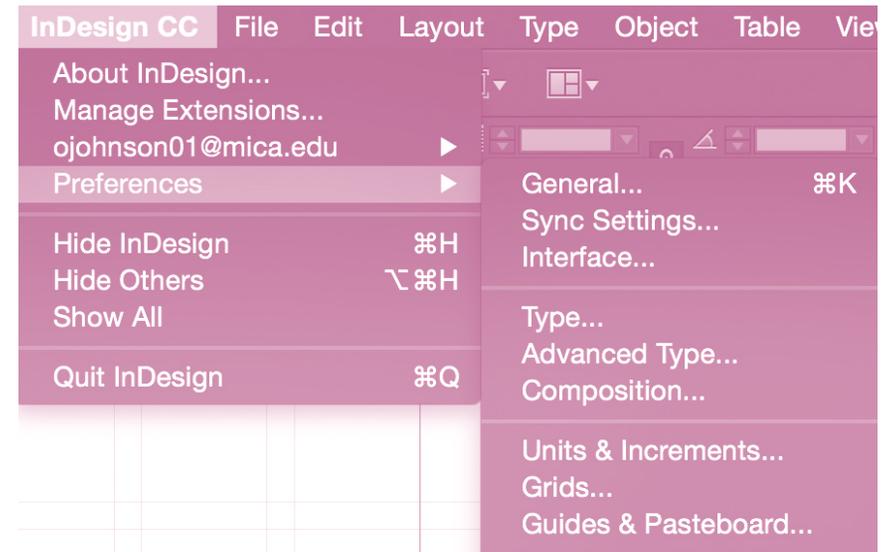
Next, you need to set up the document. Under the File tab in the top menu bar go to New → Document. This is where you set up the formatting for your document. Make sure the number of pages is set to 1, and facing pages is unchecked. The page size should be Letter, or 8.5"x11".

New Document

Document Preset: [Custom]

Intent: Print

Number of Pages: 1 ☐ Facing Pages

Start Page #: 1 ☐ Primary Text Frame

Page Size: Letter

Width: 8.5 in Orientation:

Height: 11 in

Columns

Number: 2 Gutter: 0.5 in

Margins

Top: 0.5 in Left: 0.5 in

Bottom: 0.5 in Right: 0.5 in

▼ Bleed and Slug

	Top	Bottom	Left	Right
Bleed:	0 in	0 in	0 in	0 in
Slug:	0 in	0 in	0 in	0 in

☑ Preview Cancel OK

Margins refer to the distance between the content of the document and the edge of the page. Try to keep your margins between half an inch and an inch. In the New Document dialogue, make sure the margins are set to the desired size.

Columns are another way to organize the page. Using two columns is a good way to start, with around 0.5 inch **gutter**.

You don't need to worry about changing any of the other settings in this dialogue. When you are done, press OK, and you should have the beginnings of your resumé created!

Tip: Once your page is created, navigate to the Window tab in the top menu bar, then go to Workspace → [Typography]. This will rearrange the toolbars so that it will be easier to adjust text.
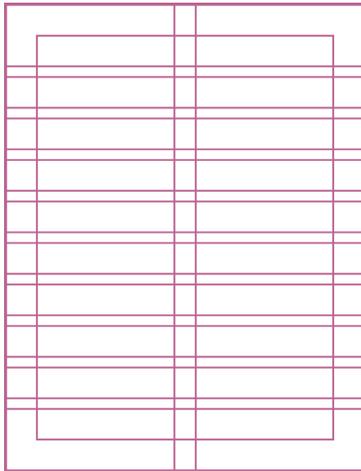
→ Working with a **grid** is a technique that you should employ whenever working with text. Grids ensure that your content will look neat and organized, making your resumé easier to read.

To create a grid, navigate to the top menu and go to Layout → Create Guides. Once you are in the Create Guides dialogue, you can adjust the amount of rows and columns as needed. A good setting to use is 9 rows with a gutter of 0.1667 in. You may have created columns when setting up the document, but you can add more here if desired. After setting the amount of columns and rows, under the Options section ensure the guides fit to the margins, not the page. Press OK.

step 02

Creating a Grid

Create Guides

Rows
Number: 9
Gutter: 0.1667 in

Columns
Number: 2
Gutter: 0.1667 in

OK
Cancel
☑ Preview

Options
Fit Guides to: ◉ Margins
                ◯ Page
☐ Remove Existing Ruler Guides
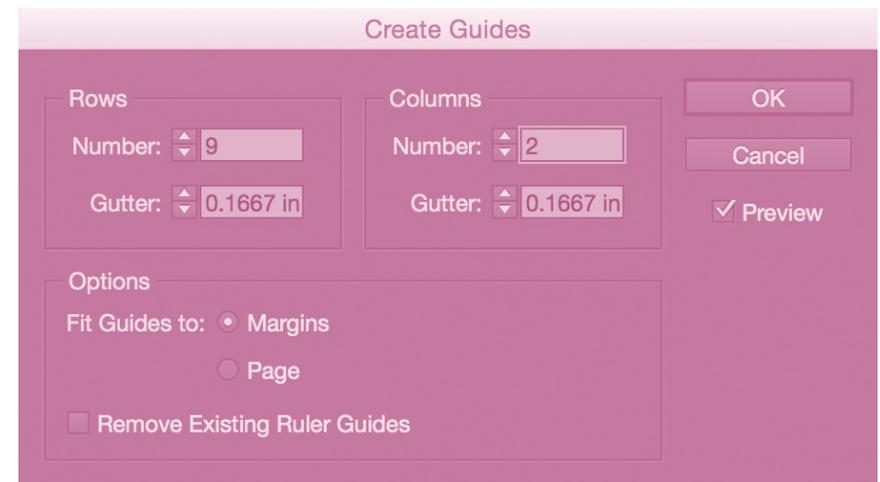
Tip: Guides won't show up when you export or print your document. To preview your document without guides, press W on your keyboard.
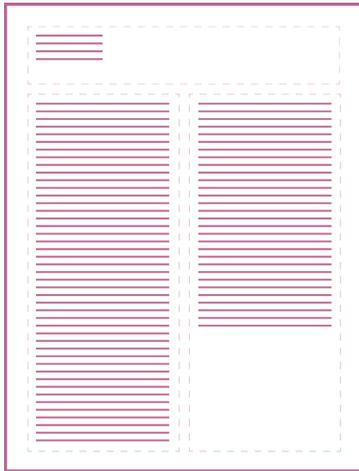
step 03

Pasting in Content

→ Use the text tool for creating boxes to paste your text into. The text tool is located on the left toolbar, and looks like a capital T. To create text boxes, select the text tool then click and drag with your mouse. It's good to start with three text boxes: one long box at the top for your header (name, contact info, title), and two tall boxes for your sections. Make sure that each box aligns with the grid.

After creating your text boxes, select the desired text box, and paste in the appropriate content from your boilerplate document. You can paste by navigating to the top menu bar, then select Edit → Paste. You can also right click within a textbox and paste from there.
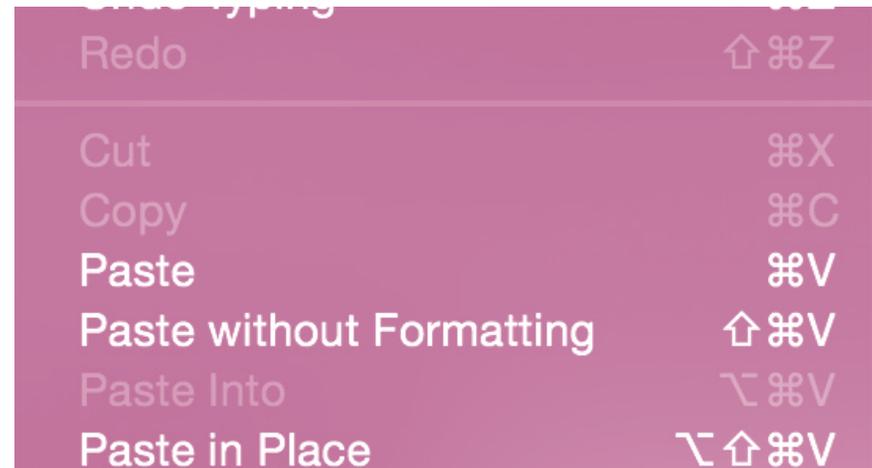
Tip: Text can be connected between columns. If the text gets cut off in a column, a little red square with an X will appear. To link the runoff text to another column, click the red x, and then click the column. The text should now continue into the next column.

→ **Typography** is one of the most important aspects of a resumé. If your typography isn't well-considered, it can make your entire resumé look unprofessional.

Hierarchy refers to the different levels of typography within a document. There should be one element that has the highest level of hierarchy. Usually this is a title, name, or heading. The next level of hierarchy is typically a section title. Body text tends to be the lowest level of hierarchy.

Most resumés consist of a few levels of hierarchy, such as a main header (your name) a sub header (contact info), section titles (education, experience, etc.), position title (intern, artist, contractor, etc.), company, location/date and a body (description).

step 04

Styling the Content

Position
## Company Name

Location; Date

Qui aperepudam eos pos volupis doluptiae. Nem eturion cum eriorep udaepuda voloremquam ant labo. Explandita cum endamus nit et fuga. Illicitatet voluptatio cusa doles ut ut int dis que natur sae qui to quis et utem volorer esequi voluptam.

Tip: When defining levels of hierarchy, follow the rule "distinctly different or exactly the same." It is important to create contrast when working with type because too subtle shifts in contrast can appear like a mistake.

A well-designed resumé can be created with just one font. The key to creating hierarchy with one font is to use contrasting **weights** and sizes. For example, use a larger, bolder font for headers, and a smaller, lighter font for body copy. Everyone has different tastes in fonts. The trick is to keep it professional. Avoid using **decorative** fonts like Comic Sans or Papyrus that distract from the information that really matters.

To adjust fonts in InDesign, highlight the text you want to change, and click on the Character menu in the right toolbar. Here, you can adjust the font, font weight, size, **leading**, and more.

One of the major mistakes people make when designing resumés is making their text too big. Body text can usually be read comfortably at 8pt, and should never be larger than 10.5pt. Sizing will always depend on which font you choose, but a good starting point for body text is 9pt.

Using adequate spacing throughout your resumé will ensure that all of your information reads clearly and legibly. The spacing between lines of text is called leading. More often than not, the default leading will be too tight, so it is important to make the adjustment yourself. To do this, go to the Character menu (the same menu where you adjusted the text font and size). You can adjust the leading using the arrows next to the two As stacked up next to each other.

Something else that is important to adjust is the space between paragraphs. Instead of creating extra line breaks between sections, you can have more control by setting the specific spacing before or after paragraphs. To do this, navigate to the Paragraph menu on the right toolbar. You can adjust the paragraph spacing using the arrows next to the icons depicting a paragraph with the top or bottom line highlighted.

Tip: When working with text, turn on Hidden Characters, so you can easily see where you've inserted spaces, **soft returns** and **hard returns**. You can do this by navigating to Type in the top menu, and go all the way to the bottom where it says Show Hidden Characters.
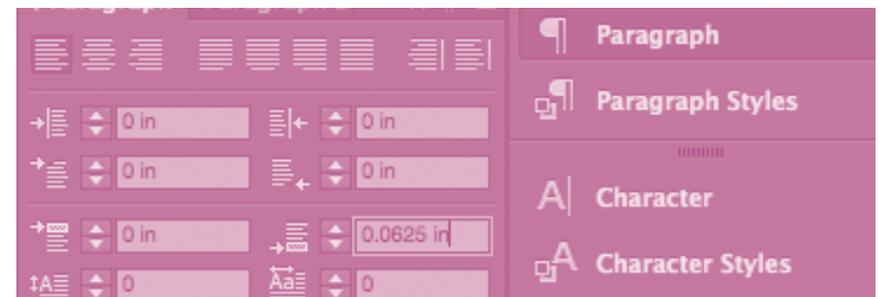
Tip: Made a mistake? Press Command + Z on your keyboard to quickly undo. To redo, press Shift + Command + Z.

Using paragraph styles is a shortcut to styling complete pages of text all at once. Creating paragraph styles can be tedious, but can save you so much time and energy.

You can set your paragraph styles by navigating to the right toolbar and simply opening up the Paragraph Styles menu. Once here, click on the icon that looks like a piece of paper to create new styles.
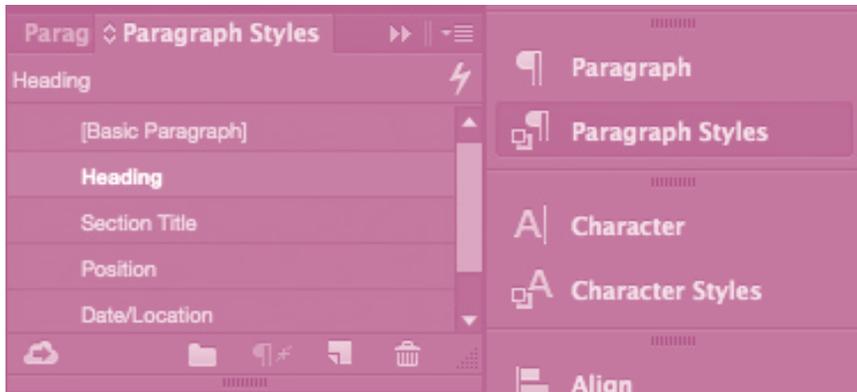
You should create a new style for each level of your typographic hierarchy: Heading, Section Titles, Position, Date/Location, and Body. Do not worry about make any adjustments to these styles just yet.

Once you have the styles created, go through your document and change each level of hierarchy from the default paragraph style ([Basic Paragraph]) to the styles that you just created. To do this, highlight the text that you want to set, then navigate to the Paragraph Styles menu, hold down the ALT key, and click on the appropriate style. Holding down on the ALT key ensures that you override any previous styles applied to the text. Go through your document and set all of the text, one level of hierarchy at a time.

When your text is set to its specific paragraph style, you can adjust the styling. Double-click on the paragraph style, and you can adjust everything mentioned previously in the guide. If done correctly, you should be able to style each object within the paragraph style all at once, a much quicker way than if you were to style one thing at a time.

Tip: You can also create Character Styles if you want to change styling within a paragraphs, like when you want to bold something or have stylized numbers.

Tip: You can make sure all of your objects are aligned properly by navigating to the top menu bar and going to Window → Object & Layout → Align. You can use this tool to line up objects with the page or with each other.

step 05

Finalizing and Exporting

→ When you are happy with the way all of the styling looks, you may want to add additional elements such as **rules** or color. If you do decide to include color, use it sparingly, and make sure everything still reads well when printed in black and white.

If you are finished designing your resumé, make sure to save it in a place that is easy to locate on your computer. Your resumé should always be evolving, so make updates when necessary.

Format: Adobe PDF (Print)

ew Folder

When saving your resumé to send to an employer, or to use in an online application, export it as a **PDF**. You can do this by navigating to File in the top menu, going to Export, then changing the format to Adobe PDF (Print).

If you are going to a job interview, you will need to print your resumé. You can print from either a PDF or straight from InDesign.

Tip: Make sure to consider what type of paper you print on. A cotton paper or cardstock will make a much better impression than generic laser print paper.

Do

→ retain your personal style

→ make sure the text is legible on-screen
   and in print

→ check and double-check for typos

→ have someone edit and review (like a Peer
   Career Advisor)

→ try to keep any designs, illustrations or
   visual elements to the header area so as
   not to be distracting

→ a photocopy test. If you are using color
   be sure to print in black and white and
   photocopy—can you still read everything?

Don't

→ use distracting styling

→ use too many fonts (try to keep it to 2)

→ include full-bleed elements

→ include more than one page

→ use a pre-made template. It's usually
   obvious that it's pre-made, and will make
   it more challenging to customize and fit
   your information

→ include a colored background. This is a
   great way to anger and deter potential
   employers from considering you, because
   your resumé could use up a lot of the
   printer's ink

Further Resources

→ Lynda (lynda.com/indesign-tutorials/indesign-cc-essential-training-2015/368575-2.html)

→ free fonts: Google Fonts (google.com/fonts); Adobe Typekit (typekit.com); Font Squirrel (fontsquirrel.com)

→ *Thinking with Type* by Ellen Lupton

→ *A Type Primer* by John Kane

→ other Career Development resources, such as "Building your Resumé (PDF)", "Tailoring your Resumé to the Job you Want (Video)", and "Writing Cover Letters (PDF)" (mica.edu/academic_services_and_libraries/career_development/career_resources.html)