"<u>Consistency and Distractions</u>," by Ceia Garnett

Amateur resume writers often struggle with trying to get their point across while also creating a dynamic document. One of the approaches that amateurs take is to include a range of fonts, a range of font sizes, different approaches to underlining or highlighting information and different uses of bold print. Though these options can create a visually appealing document, inconsistencies in how they are applied can be distracting. Making sure there is consistency in the format will help to avoid distractions from the message of the resume.

For example, if the resume includes a heading for ***Career Information*** that is bold and italicized, the expectation of the viewer is that if there is another heading called ***Education***, it would also have a similar format that would allow it to stand out. Similar levels of information should have headings with similar formatting. Check out examples from professional companies that can provide a level of consistency that is helpful in ensuring a balanced and appealing look. Inconsistencies can be distracting from the message of the resume and frustrating for the reader.