

Job Hunting: Formatting a Resume

In American English we say resume. In British English they say a C.V. In both cases, what we're talking about is a piece of paper—or maybe two—that includes the most important information about you 'at a glance.' That means, a person can look quickly at your resume and know what experience and skills you have, and what certifications.

The information that you put in your resume is important. But it's also important *how* you put it on the paper. The word for how you organize something on paper is **formatting**, and today we're going to talk about some vocabulary you can use when you discuss the formatting of your resume. Today, you'll learn the words:

- Title and Heading
- Column
- Table
- Row
- Line Spacing
- Double-spaced / One and a half spaced.

After You've Heard the Recording

Obviously, this is vocabulary that's not limited to resumes. (Vocabulary is almost never limited to *just* one area.) In the examples, I described the vocabulary I use here at Bite-Sized-English. What can you use this vocabulary to describe? Can you use this vocabulary to suggest some improvements to the formatting of the website? I'd be glad to hear them!