

Resume Sizes

Choosing the right resume size matters more than you can ever imagine. A resume is not just a black and white document with content that explains one’s credentials, every detail put into the document may impact one’s chances of getting the job, and in long term—their future.



Resume Sizes Standard

US Letter

The dimension of a US Letter size is 8.5 inches wide by 11 inches high or 215.9 mm x 279.4 mm. This is the average size of every formal document such as resumes, cover letters, CVs, deeds, agreements, and contracts. The resume follows the standard Letter size for professionalism and uniformity.

A4

A4 size is 8.3 inches × 11.7 inches or 210 mm x 297. This paper size is commonly used around the world for documents of all kinds. A4 is relatively slimmer and taller, while US Letter size is wider.

Resume Sizes for Print

Nowadays, employers accept digital resumes sent through emails or any other mailing software, however, the good old printed resume in physical copy is better than any digital copy. A printed resume follows the standard size of either Letter (8.5 inches x 11 inches) or A4 (8.3 inches x 11.7 inches). Resumes in print must have a readable font size of 11-12 for normal text and 12-16 for section titles. This document is recommended to be printed on a single page only.

Resume Sizes for Print



11" Inches

8.5" Inches



11.7" Inches

8.3" Inches

Resume Sizes for Business

Whether you are an entry-level professional, a student, an experienced worker, or the owner of a corporation, resumes play an important role in the business scene. The resume size for business is the US Letter size of 8.5 inches x 11 inches. All professionals must adhere to the universal standard of paper size for resumes regardless of the industry to higher the chance of landing the job or achieving the purpose of the said document.

Resume Sizes for Business

TEMPLATE.NET



11" Inches

8.5" Inches

Resume Sizes for MS Word

The default paper size of Microsoft Word is Letter at 8.5 inches x 11 inches. This size is enough to fit all the needed information of a resume, such as the profile, experiences, skills, and other personal and professional information. The resume size in MS Word can also be A4 at 21 x 29.7 cm, Legal at 8.5 in x 14 in, A3 at 29.7 cm x 42 cm, and a custom size of your preference.

Resume Sizes for MS Word

TEMPLETE.NET

The infographic displays four resume templates, each with dimension lines indicating its size:

- Letter:** 8.5" Inches wide by 11" Inches high.
- Legal:** 8.5" Inches wide by 14" Inches high.
- A4:** 21 cm wide by 29.7 cm high.
- A3:** 29.7 cm wide by 42 cm high.

Resume Sizes for Apple Pages

For Apple users, Apple Pages is the word-processing software counterpart of MS Word in Microsoft. The default paper size of Apple Pages is also Letter at 8.5 inches x 11 inches, which is perfect for a resume. This paper size is efficient and effective for this employment document.

Resume Sizes for Apple Pages

T TEMPLATE.NET

JOHN JONAS
ACCOUNTANT

EXPERIENCE

- Microsoft Research
- Microsoft Office
- Amazon
- Apple
- Microsoft

EDUCATION

- Master of Arts (M.A.)
- University of California
- Bachelor of Science (B.S.)
- University of Texas
- High School

SKILLS & INTERESTS

- Accounting
- Microsoft Office
- Customer Service
- Project Management
- Teamwork

Resume Sizes for Google Docs

In Google Docs, the default paper size is a Letter with dimensions of 8.5 inches x 11 inches following the other word-processing software above. This paper size works best for a resume since it is enough to outline the summary of your experiences, skills, education history, and other personal and professional information. Google Docs is among the most efficient word-processing software to update a resume.

Resume Sizes for Google Docs

TEMPLATE.NET

The image shows a resume template for John Jonas. The resume is contained within a light blue rounded rectangle. To the left of this rectangle is a vertical blue bar. To the right, a blue bracket indicates a height of 11 inches. Below the rectangle, a blue bracket indicates a width of 8.5 inches. The resume content includes a profile picture, name, contact info, objective, experience, education, certification, skills, and references.

EXPERIENCE	OBJECTIVE
Microsoft Support Microsoft Office Microsoft Office Microsoft Office	As a professional seeking a career advancement in a new company, I am confident that you will see in me the passion, determination and skills you require. My extensive resume will be an asset for your company. I will provide you with information on my resume.
Microsoft Office Microsoft Office Microsoft Office Microsoft Office	As a professional seeking a career advancement in a new company, I am confident that you will see in me the passion, determination and skills you require. My extensive resume will be an asset for your company. I will provide you with information on my resume.

Resume Sizes FAQs

What is the average size of a resume?

The average size of a resume is Letter at 8.5 inches wide by 11 inches high, and A4 at 8.3 inches wide by 11.7 inches high.

What paper size is a resume?

A resume is recommended to follow the two standard sizes of either the US Letter (8.5 inches x 11 inches) or A4 (8.3 inches x 11.7 inches).

What font size should a resume be?

A resume must follow the font size of 11-12 pt for normal and 14-16 pt for titles or labels.

What is resume A4 size?

An A4-sized resume is one that measures 8.3 inches x 11.7 inches.

What is the proper spacing for a resume?

The proper spacing for a resume is single-spaced to 1.5-point spacing.

How many pages should a resume be?

A resume must be one-page only since it is a tailored-fit version of a curriculum vitae.

What is a functional resume?

A functional resume is a document that highlights skills rather than other experiences or any other information in a resume.

What is the word count of a resume?

A resume must have a recommended word count of between 400 and 800 words.

What colors are best on a resume?

There is no wrong in choosing bright and creative colors for a resume, but sticking to the more professional and cool colors is a safe choice.

How to reduce the size of the resume?

Reducing the size of a resume depends on the software or application that you are using, regardless of the general way to set your paper size in page format or page layout.

What is the page layout for resume?

A professional resume must be in a portrait or standing layout.

What should resume margins be inch?

A resume must have one inch on all sides.

What do you do with extra white space on a resume?

Extra white spaces can be left as is because this helps avoid overcrowding and increase the reading span.

What is the file size of a resume?

A resume must be 2MB to 5 MB, and never more than 10MB.

What pixel size is a resume?

A standard size resume must be 2480 pixels by 3508 on the print resolution, and 594 pixels by 842 pixels on print resolution.

Can I create a resume on Adobe Photoshop?

Yes, you can create a resume on design software, such as Photoshop.

Is there a specific guidelines in making resume?

There is no one rule book for resume making, but HR professionals and employers have preferences and guidelines when it comes to resumes.