



## The Responsive Resume Style Guide

This is your guide for navigating your new Responsive Resume design. This guide, together with the training, is all you need to finally and fully activate your own personal power for storytelling and conveying your brilliance to all the world. *You* have the power now. Take this time to indulge and create something wonderful that you can update at will and feel proud of forever.

### Word or Pages?

Template options have been provided for both Word (Microsoft) and Pages (Mac). You may already be familiar with how to work within your processor of choice. But, if you need a resource for basic skills training, links are provided below:

Word: [Basic Training](#)

Pages: [Basic Training](#)

### Style Guide

Paragraphs:

- **Font:** Calibri Light (Word); Calibri (Pages) >> Size 10
- **Spacing:** 1.1 between lines; 1.5 between organizations; .5 between roles

Titles:

- **Font, Section Titles on Top Page & Back Pages:** Avenir >> Size 11
- **Font, Top Bar "Name":** Avenir, Bold >> As large as looks good
- **Font, Top Bar Subtitle or Credentials:** Avenir, regular >> Approx. size 14
- **Font, Organization and Role Titles:** Calibri, bold >> Size 10

### Tip

Use the Responsive Resume template as your source for stylized elements. Copy and paste as needed!