

CDI BEST PRACTICES TIP SHEET

Recommended Fonts for Résumés Compatible with Word 2003 (.doc)

Most Common Serif Fonts		
Font Names (all keyed in 12 point)	Acceptable Sizes & Styles Body Content	Acceptable Sizes & Styles Letterhead & Section Headings
Book Antiqua	Book Antiqua (12 pt –bold) <i>Book Antiqua</i> (12 pt – italics) Book Antiqua (11 pt) Book Antiqua (11 pt- bold) <i>Book Antiqua</i> (11 pt – italics)	Book Antiqua (16pt –bold) BOOK ANTIQUA (16pt –bold caps) BOOK ANTIQUA (16pt – bold small caps) Book Antiqua (14pt –bold) BOOK ANTIQUA (14pt –bold caps) BOOK ANTIQUA (14pt – bold small caps) Book Antiqua (12pt –bold) BOOK ANTIQUA (12pt – bold caps) BOOK ANTIQUA (12pt –bold small caps)
Bookman Old Style	Bookman Old Style (12 pt- bold) <i>Bookman Old Style</i> (12 pt- italics) Bookman Old Style (11 pt) <i>Bookman Old Style</i> (11 pt-italics) Bookman Old Style (10 pt) Bookman Old Style (10 pt-bold)	Bookman Old Style (16 pt-bold) BOOKMAN OLD STYLE (16 pt – bold caps) BOOKMAN OLD STYLE (16 pt – bold small caps) Bookman Old Style (14pt-bold) BOOKMAN OLD STYLE (14pt –bold caps) BOOKMAN OLD STYLE (14pt – bold small caps) Bookman Old Style (12pt –bold) BOOKMAN OLD STYLE (12pt – bold caps)

Garamond	<p>Garamond (12pt –bold) <i>Garamond</i> (12 pt – italics) Garamond (11-pt) Garamond (11 pt- bold)</p>	<p>Garamond (16 pt-bold) GARAMOND (16 pt- bold caps) GARAMOND (16 pt – bold small caps) Garamond (14 pt – bold) GARAMOND (14 pt – bold caps) GARAMOND (14pt – bold small caps)</p>
Georgia	<p>Georgia (12pt –bold) <i>Georgia</i> (12 pt – italics) Georgia (11-pt) Georgia (11 pt- bold) Georgia (10-pt) Georgia (10 pt- bold)</p>	<p>Georgia (16 pt –bold) GEORGIA (16 pt – bold caps) GEORGIA (16-pt – bold small caps) Georgia (14 pt –bold) GEORGIA (14 pt – bold caps) GEORGIA (14-pt – bold small caps) GEORGIA (12pt –bold caps)</p>
Palantino Linotype	<p>Palantino Linotype (12pt –bold) <i>Palantino Linotype</i> (12pt – italics) Palantino Linotype (11 pt) Palantino Linotype (11 pt – bold)</p>	<p>Palantino Linotype (16 pt-bold) PALANTINO LINOTYPE (16 pt – bold caps) PALANTINO LINOTYPE (16 pt – bold small caps) Palantino Linotype (14 pt-bold) PALANTINO LINOTYPE (14 pt – bold caps) PALANTINO LINOTYPE (14 pt – bold small caps) PALANTINO LINOTYPE (12 pt – bold caps)</p>
Times New Roman	<p>Times New Roman (12 pt –bold) <i>Times New Roman</i> (12 pt – italics) Times New Roman (11 pt)</p>	<p>Times New Roman (16 pt-bold) TIMES NEW ROMAN (16 pt – bold caps) TIMES NEW ROMAN (16 pt – bold small caps)</p>

	Times New Roman (11 pt – bold) <i>Times New Roman</i> (11 pt – italics)	Times New Roman (14 pt-bold) TIMES NEW ROMAN (14 pt – bold caps) TIMES NEW ROMAN (14 pt – bold small caps) TIMES NEW ROMAN (12 pt –bold caps)
Most Common Sans Serif Fonts		
Arial	Arial (12 pt –bold) <i>Arial</i> (12 pt – italics) Arial (11 pt) Arial (11 pt – bold) <i>Arial</i> (11 pt – italics) Arial (10-pt) Arial (10 pt-bold)	Arial (16 pt-bold) ARIAL (16 pt – bold caps) ARIAL (16 pt – bold small caps) Arial (14 pt-bold) ARIAL (14 pt – bold caps) ARIAL (14 pt – bold small caps)
Arial Black	Not recommended for body content	Arial Black (16 pt-bold) ARIAL BLACK (16 pt – bold caps) ARIAL BLACK (16 pt – bold small caps) Arial Black (14 pt-bold) ARIAL BLACK (14 pt – bold caps) ARIAL BLACK (14 pt – bold small caps) Arial Black (12 pt –bold) ARIAL BLACK (12 pt –bold caps)
Arial Narrow	Not recommended for body content	Arial Narrow (16 pt-bold) ARIAL NARROW (16 pt – bold caps) ARIAL NARROW (16 pt – bold small caps)

		<p>Arial Narrow (14 pt-bold) ARIAL NARROW (14 pt – bold caps) ARIAL NARROW (14 pt – bold small caps) ARIAL NARROW (12 pt – bold caps)</p>
Century Gothic	<p>Century Gothic (12 pt –bold) <i>Century Gothic</i> (12 pt – italics) Century Gothic (11 pt) Century Gothic (11 pt-bold) <i>Century Gothic</i> (11 pt-italics) Century Gothic (10 pt) Century Gothic (10 pt-bold)</p>	<p>Century Gothic (16 pt-bold) CENTURY GOTHIC (16 pt – bold caps) CENTURY GOTHIC (16 pt – bold small caps) Century Gothic (14 pt-bold) CENTURY GOTHIC (14 pt – bold caps) CENTURY GOTHIC (14 pt – bold small caps) Century Gothic (12 pt-bold) CENTURY GOTHIC (12 pt – bold caps)</p>
Tahoma	<p>Tahoma (12 pt –bold) Tahoma (12 pt – italics) Tahoma (11 pt) Tahoma (11 pt – bold) <i>Tahoma</i> (11 pt-italics) Tahoma (10 pt) Tahoma (10 pt – bold)</p>	<p>Tahoma (16 pt-bold) TAHOMA (16 pt – bold caps) TAHOMA (16 pt – bold small caps) Tahoma (14 pt-bold) TAHOMA (14 pt – bold caps) TAHOMA (12 pt – bold caps)</p>
Trebuchet MS	<p>Trebuchet MS (12 pt –bold) <i>Trebuchet MS</i> (12 pt – italics) Trebuchet MS (11 pt) Trebuchet MS (11 pt-bold) <i>Trebuchet MS</i> (11 pt-italics) Trebuchet MS (10 pt)</p>	<p>Trebuchet MS (16 pt –bold) TREBUCHET MS (16 pt – bold caps) TREBUCHET MS (16 pt – bold small caps) Trebuchet MS (14 pt-bold) TREBUCHET MS (14 pt – bold caps)</p>

	Trebuchet MS (10 pt-bold) <i>Trebuchet MS</i> (10 pt-italics)	TREBUCHET MS (14 pt – bold small caps) TREBUCHET MS (12 pt – bold caps)
Verdana	Verdana (12 pt –bold) <i>Verdana</i> (12 pt – italics) Verdana (11 pt) Verdana (11 pt-bold) <i>Verdana</i> (11 pt-italics) Verdana (10 pt) Verdana (10 pt-bold) <i>Verdana</i> (10 pt-italics) Verdana (9 pt-bold)	Verdana (16 pt-bold) VERDANA (16 pt – bold caps) VERDANA (16 pt – bold small caps) Verdana (14 pt-bold) VERDANA (14 pt – bold caps) VERDANA (14 pt – bold small caps) Verdana (12 pt-bold) VERDANA (12 pt – bold caps)
Popular – But NOT Compatible with Word 2003		
Calibri	Calibri (12 pt –bold) <i>Calibri</i> (12 pt – italics) Calibri (11 pt) <i>Calibri</i> (11 pt-italics) Calibri (10 pt) Calibri (10 pt - bold)	Calibri (16 pt-bold) CALIBRI (16 pt – bold caps) CALIBRI (16 pt – bold small caps) Calibri (14 pt-bold) CALIBRI (14 pt – bold caps) CALIBRI (14 pt – bold small caps)
Cambria	Cambria (12 pt –bold) <i>Cambria</i> (12 pt – italics) Cambria (11 pt) Cambria (11 pt-bold) <i>Cambria</i> (11 pt – italics)	Cambria (16 pt-bold) CAMBRIA (16 pt – bold caps) CAMBRIA (16 pt – bold small caps) Cambria (14 pt-bold) CAMBRIA (14 pt – bold caps)

		CAMBRIA (14 pt – bold small caps) CAMBRIA (12 pt – bold caps)
Candara	Candara (12 pt –bold) <i>Candara</i> (12 pt – italics) Candara (11 pt) Candara (11 pt-bold) <i>Candara</i> (11 pt-italics)	Candara (16 pt-bold) CANDARA (16 pt – bold caps) CANDARA (16 pt – bold small caps) CANDARA (14 pt – bold caps)
Constantia	Constantia (12 pt –bold) <i>Constantia</i> (12 pt – italics) Constantia (11 pt) Constantia (11 pt-bold) <i>Constantia</i> (12 pt – italics) Constantia (10 pt) Constantia (10 pt-bold)	Constantia (16 pt-bold) CONSTANTIA (16 pt – bold caps) CONSTANTIA (16 pt – bold small caps) Constantia (14 pt-bold) CONSTANTIA (14 pt – bold caps) CONSTANTIA (14 pt – bold small caps) CONSTANTIA (12 pt – bold caps)
Corbel	Corbel (12 pt –bold) Corbel (12 pt – italics) Corbel (11 pt) Corbel (11 pt-bold)	Corbel (16 pt-bold) CORBEL (16 pt – bold caps) CORBEL (16 pt – bold small caps) Corbel (14 pt-bold) CORBEL (14 pt – bold caps) CORBEL (14 pt – bold small caps) CORBEL (12 pt – bold caps)