

# How to Make Your Resume Accessible

Making your resume accessible is important to ensure that it can be read and understood by all staff members at TSBVI, including those using assistive technologies like screen readers. Here are some key steps to make your resume accessible:

## Choose a Simple and Readable Font

- Use standard fonts like Arial, Calibri, or Times New Roman. Ensure the font size is at least 10–12 points for readability.
- Avoid decorative fonts or excessive use of italics and underlines.

## Use Proper Formatting

- Use headings (e.g., "Work Experience," "Education") to structure your resume.
- Use bullet points and short paragraphs to break up large blocks of text.
- Align text to the left for easier reading.

## Provide Descriptive Text for Graphics and Tables

- If you include charts, graphs, or images (e.g., a photo or a logo), provide alternative text (alt text) that describes the content and its purpose.
- For tables, ensure they are simple, with clear headings, and avoid using tables for layout purposes. Screen readers can better interpret tables when used for data.

## Use Accessible Document Formats

- Save your resume in an accessible format like PDF, Word.
- When using Word or PDF, ensure that the document is properly formatted with headings, lists, and links for screen reader compatibility.

## Create Links That are Descriptive

- If you include links (e.g., LinkedIn profile, portfolio), make sure the link text clearly describes what the link leads to (e.g., "LinkedIn Profile" instead of "Click here").

## Avoid Using Text in Images

- Any text you want to include in your resume should be actual text (not embedded in images). Screen readers can't read text inside images, so it's important to have all key information accessible as text.

## Check for Color Contrast

- Ensure that the text color contrasts well with the background. Dark text on a light background or light text on a dark background is easiest to read.
- Avoid relying on color alone to convey important information (e.g., "The skills in red are my strengths"). Instead, use text labels or icons.

## **Provide a Text-Only Version**

- In addition to your standard resume, consider offering a text-only version or an HTML version of your resume for maximum accessibility.

## **Use Alt Text for Images**

- Avoid using images in your resume. However, if you need to include photos or images, ensure that you add [alternative text \(alt-text\)](#) to any images.

## **Avoid Using Tables**

- Tables that aren't properly marked up with a header row and relationships between rows and columns, or tables with merged cells, can be difficult for screen readers to make sense of.