

Font & Editing Notes

Standard system fonts — nothing to install, nothing that breaks

The fonts this kit uses

The templates are set in Georgia (headings) and Calibri (body) — standard system fonts that already ship with Microsoft Windows and macOS. There is nothing to download or install, and because they are the fonts recruiters see every day, nothing looks off or prints garbled.

- No font files are included in this download, and none are sold — that keeps everything properly licensed and keeps your file small.
- These system fonts are also an ATS-safe choice: applicant-tracking systems read them reliably, unlike decorative or custom fonts.

If a font ever substitutes

If you open a document on a computer that is missing Georgia or Calibri, Word will substitute a close match automatically. To be safe on any machine, you can select all text and set the font to Calibri, Arial, Georgia, or Times New Roman — all of which are ATS-safe and on the standard list.

Keeping edits ATS-clean

- Stick to the standard fonts above; avoid decorative or downloaded fonts on a resume.
- Use the Tab key (not the spacebar) to align dates — the templates are built with tab stops.
- Don't add text boxes, tables, columns, or images to the resume; they break ATS parsing.
- See the included ATS Cheat-Sheet for the full list of safe vs. unsafe edits.