

# Resume Checklist

---

## Format

- Easy to scan
- Concise (one-page, preferably)
- Half-inch to one-inch margins
- 8.5 x 11 resume with resume paper
- No colors, pictures or flashy font styles
- Font size is 10-12 points
- Looks professional and aesthetically pleasing
- Supplemental Materials
- View article on the Best Fonts for Your Resume
- ResumeGenius

## Resume Sections

### 1. Heading

- Name is the largest text on the page
- (2-3 points larger than resume text)
- Include permanent or best address (not any planned relocation)
- Phone number and professional or school email address

### 2. Qualifications (or Skills) Summary (optional)

- Generally includes 4-6 bullet points that highlight an applicant's work achievements, skills, and experiences.

### 3. Education

- Only schools from which you received a degree or are currently attending
- Graduate school first (if applicable)
- Degree(s) spelled out, not abbreviated
- All majors, collaterals, concentrations, and minors
- Graduation month and year (or list dates attended if freshman through junior)
- Overall and/or major GPA if over 3.5 (\*certain exceptions to this)

### 4. Relevant Coursework (optional)

- All courses relevant to the job (not just those in your major)
- Bullet format
- No course number; name and subject of course spelled out

### 5. Experience

- Internships included (No. 1 on resume to employers)
- Jobs/internships listed in reverse chronological order (most recent, first)
- Month and year started and ended ("present" if you're still working there)
- City and state
- Job or internship title
- Major achievements and skills developed, displayed in

### 6. Honors and Awards

- Name of each honor and award with little or no description
- Scholarships
- Dean's list (3.7/4.0), number of semesters

### 7. Computer Skills

- Software and languages listed if relevant, beginning with those that are listed in the job description or in high demand

### 8. Activities

- Name of organization and dates
- List any leadership positions held and explanation of role
- Limited description if just a regular member

### 9. Volunteer Experience

- Follow the same guidelines as the "Experience" section, especially if the student has limited paid-work experience

### 10. Foreign Languages

- Listed with descriptions "Fluent in.." or "working knowledge of.." or "familiar with..."

### 11. Study Abroad Experience

- Location, school and dates
- Courses listed or described in bullet point format
- Relevant projects described in bullet point format

### Other Section Headers to Consider

Licenses, certifications, relevant projects, job shadowing, achievements, professional associations, presentations, community involvement, related experience, additional experience, athletic involvement, affiliations, specialized skills, publications, portfolio, writing samples, etc.

### References

\* The phrase "references available on request" should not be listed on your resume. References should be included as a separate document. Most online application portals require you to submit a specified number of professional references. Full contact information for each of your referees is typically required.