

Resume Checklist

1. Format

- Easy to scan (not read)
- Concise (one-page-preferably)
- Half-inch to one-inch margins all the way around the page
- 8.5x11 resume with resume paper
- No colors, pictures, or flashy font styles (font size is 10-12 points)
- Looks professional and aesthetically pleasing

2. Heading

- Name is largest text on the page (2-3 points larger than resume text)
- Does NOT include address
- Includes phone number
- Includes professional/school email
- Includes LinkedIn personalized URL (if complete and updated frequently)

3. Summary of Skills or Highlight of Qualifications

- Uses keywords from job posting and summarizes more detailed information

4. Education

- Only schools from which you received a degree or are currently attending
- Graduate school listed first (if applicable)
- Degree(s) spelled out (not abbreviated)
- All majors, collaterals, concentrations, and minors
- Graduation month and year (with “expected” or “anticipated” for those not complete)
- GPA ONLY if in a math or science related field, or if otherwise asked for

5. Relevant Coursework (Optional)

- All courses relevant to the job (not just those in your major)
- Bullet format
- Name and subject of the course spelled out (all courses relevant to the job)

6. Experience

- Internships Included (No.1 on resume to employers)
- Jobs/Internships listed in reverse chronological order (most recent first)
- Job or Internship title
- City and state
- Month and year started and ended (“present” if you’re still working)

- Major achievements and skills developed, displayed in bullet point format
- Action verb at the beginning of each statement, with each verb varied if possible. Bullet point formula: Duty + Skill
- Numbers and metrics where appropriate (Ex: “which resulted in a 10% membership increase from the previous year”)

Additional sections – list in order of relevance/importance

1. Honors and Awards

- Name of each honor and award with little or no description
- Scholarships
- Dean’s List (3.7/4.0) number of quarters

2. Computer Skills

- Software and languages listed if relevant, beginning with those that not every other applicant will have

3. Activities

- Name of organization and any leadership positions held
- Leadership roles in bullet points
- Limited description if just a regular member

4. Volunteer Experience

- Name of organization and limited description

5. Foreign Languages

- Listed with descriptions “Fluent in...” “Working knowledge of...” or “Familiar with...”

6. Study Abroad Experience

- Location, school, dates
- Course 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, Additional Experience, Related Experience, Athletic Involvement, Affiliations, Specialized Skills, Publications, Portfolio, Writing Samples, etc.

7. References

- NOT INCLUDED
- Listed on separate page or document from the resume

Resume Checklist

- "References available upon request" **NOT** included on resume