



# RESUME CHECKLIST

## Contact Information

- Your First & Last Name (Larger than the rest of the text, without being distracting)
- Phone Number     Professional Email Address     Complete mailing address

## Job Objective

- State the type of position desired and the kind of company, industry or organization for which you want to work. You may also include specific skills or abilities you have and would like to use which relate to the position for which you are applying.
- Be concise and employer centered.
- Avoid being vague but do not be so specific that you eliminate yourself from other closely related positions.
- Follows your contact information at the top of the resume.

## Education

- Name of Institution
  - Location
  - Name of Degree & Major
  - Graduation Date (Month & Year)
- This section is also a good place to include your GPA (If above a 3.0), any relevant coursework, or other honors.

## Experience

- Job Title
- Name of Company
- Dates Worked (Month & Year Only)
- Location
- List of Job Responsibilities/Accomplishments in bullet format (3-5 max per entry)

## Campus Involvement & Volunteer Work

- Name of Organization     Dates Involved     Position Held (If Relevant)
- If it is a volunteer position, list the number of hours you committed.
- Can the reader tell what the organization was by the name? If not, describe your organization.

## Content

- Resume is clearly tailored to the desired position, using specific keywords found in the job description.
- Writing is clear, professional, and concise.     Personal pronouns such as "I," "me," and "my" are not included.

## Skills & Certifications

- If necessary and relevant, separate your skills into categories (i.e. languages, software programs, etc.). This will not be necessary for everyone.
- Skills are things that can be independently verified such as being proficient in a computer programming language or being certified in a particular technique. Qualities such as being responsible, good natured, or reliable should be omitted as these are subjective qualities.

## Formatting & Appearance

- Margins are set between .5-1 inches.
- Readable font, 10-12 points. Use standard type fonts such as Times Roman or Calibri.
- Resume is only one page.
- Formatting is consistent, with all dates aligned and each entry formatted identically to match others.
- Save your resume as a PDF file.

## Punctuation & Grammar

- Clear and professional with no spelling or grammar errors.
- Correct verb tenses are used. Positions that have ended should use past tense.

## Organization

- Headings are ordered in importance for the needs of this resume and your industry.
- Heading titles highlight relevant skills or experiences.
- Content and experience details are listed consistently, such as titles and dates.
- Experiences are in reverse chronological order (Most recent experiences first).

## Tips on Submitting

- Online to an Employer's Website: Submit your resume and cover letter carefully following their specific instructions. Online submission processes vary by employer. You may need to complete an online employment application. Other documents may be requested, such as transcripts, portfolio, writing samples and professional references.
- By Email: Provide a brief introductory email and also attach your cover letter and resume as labeled PDF files.
- By Mail: Print your resume and cover letter on white resume paper. Sign your cover letter, use a 9" x 12" envelope and do not fold or staple documents.