

# Resume Checklist

## General Guidelines:

- A resume is a marketing tool to highlight your most relevant experience, not a complete job history.
- Three words to keep in mind while reviewing or building a resume: **clear, concise, consistent**
- Tailor the resume to a specific position or industry.
- The body text font size should be between 10pt. and 12pt.
- Run a spell check AND proofread carefully.

*Tip: Enlist at least two additional people to review your resume.*

## Resume Sections

### HEADER

Provide information in the header that will make it easy for an employer to contact you or gather additional information.

Header Content: **Name | Email | Phone**

Option Content: **Home City, State | Link to portfolio, website, or LinkedIn url**

*Tip: Make sure to remove any automatic hyperlinks.*

**Name:** Make it the largest font on the resume, so that your name stands out (16-18 pt.) Your contact information can be a smaller font (10-12 pt.).

*Optional: Include pronouns and phonetic spelling*

**Email:** School or work email preferred. If using a personal email address, ensure it is professional (i.e., combination of first and last name).

**Phone:** Be sure your voicemail sounds professional.

### EDUCATION

#### Guidelines

- List degrees in reverse chronological order (most recent listed first).
- Spell out names of degrees (i.e., "Bachelor of Science", not "BS").
- Emphasize your university by placing it before your degree in bold.
- Include the city and state after the institution name.
- List the month and year of your graduation (i.e., May 2022, anticipated OR expected May 2023 if still in progress)

*Tip: If you have completed a study abroad experience, include the courses and concentration.*

### EXPERIENCE

#### Guidelines

- List your experience beginning with the most recent position (reverse chronological order).
- Include full-time and part-time jobs, paid / unpaid internships or practicums, and volunteer work.
- Use bold and/or italics to highlight your job title and company / organization name.
- Include city and state for employer location, not the complete address.

*Tip: If you have completed a study abroad experience, include the courses and concentration.*

- When listing dates, you may include the month and year, semester, and year, or just the year of employment; remember to be consistent throughout with the format. It is not necessary to include exact dates.

*Tip: Do not include information such as salary, supervisor's name, hours per week, etc.*

## Keys to a Great Resume

**CLEAR.** Present content in a way that is easy to understand. Are the bullet points easy to read? Are the job titles specific to the role served?

**CONCISE.** Resumes have limited space, select the descriptive words wisely. Is the information written in the most direct way?

**CONSISTENT.** Be mindful of how the content is being presented. Pay attention to the small details, does all the formatting and punctuation match throughout?

## What About References?

It is not necessary to include a list of professional references, nor the statement "References Available Upon Request." The reference list should be a separate document.

## Fact or Fiction: Always Include an Address

Fiction! An address is an *optional* part of the header – home city, state can be included to build connection to potential employers. It is *optional* because it is widely understood most college students are in a transition locationally.

## Your GPA

GPA is not required (unless specified in the job posting) but should be included if it is **3.0 or higher**.

## Entry Layout Example

**Organization** City, State

Title Month Year – Month Year

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## Resume Sections (cont'd)

### EXPERIENCE

Tell Your Story: Bullet Points

- List job descriptions / duties using bullet points instead of writing them in paragraph form.
- Use strong action words to describe your work experience. Avoid passive phrases such as "responsible for" and "duties included".
- Instead of "Responsibilities included implementation of policies, training of new employees, interfacing with subordinates and vendors", try "Collaborated with staff and vendors to increase product turnover by 15% and sales by 23%. Trained 14 new employees, five of whom were rapidly promoted."
- Eliminate personal pronouns (i.e., "I", "me", "we") and articles (i.e., "a", "an", "the").
- Bullet point formula is a great place to start but we know that not everyone gets to see the result and/or sometimes a result of one action is another action you want to draw attention to.

*Tip: When in doubt compare your bullets to the desired qualification of the job posting and brainstorm with a career coach.*

#### Bullet point formula:

Action + Context + Result

#### Quantify Experience Where Possible

Example: Number of employees supervised, \$ amount of budget managed, number of workshops taught, or projects coordinated, \$ amount saved by your ingenuity.

#### Proper Verb Tense

Use present-tense action words to describe present employment experience and past-tense action words to describe past employment experience.

## Additional Content

### SKILLS

- This section is to highlight your hard, transferrable, or directly related skills. Think of technology, language, etc.
- Write these entries with subleaders and name the specifics software, language and to what degree you are proficient in each.

*Tip: Non-native English speakers should not include English; it is assumed.*

#### Skills Layout Example

**Programming:** C++, JavaScript, Python, MATLAB

**Software:** Creo, AutoCAD, ArcGIS

**Operating Systems:** Windows, Unix, Linux, MAC OS X

**Language:** Spanish (Conversational), French (Fluent), German (Native)

## Unique Additional Sections to Consider

- Every resume - just like every student - is individual and your categories are a prime example of how you can showcase your unique experience and candidacy.
- Think about how you're organizing/cluster your experiences that speak to what you want a hiring manager or committee to pay close attention to.
- Examples: Honors/Awards, Campus Involvement, Volunteer/Community Service, Certifications/Licenses, Academic Projects, Research, Career Development, Presentations, and Publications.