

# Resume Checklist

## First Steps:

- Visit the resume section of the Career Center website.
  - Explore the resume samples section to find one that may work for you.
  - Utilize online resources to easily and quickly create an impressive, professional resume which you can share online or download and print.
  - Compare your resume to the checklist below to ensure that it meets the criteria for a winning resume.
  - Print a copy of your resume and bring it with you to our walk-in hours.
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## Checklist:

### Contact Information:

- **Name:** Make it the largest font on your resume, so that your name stands out (16–18 pt.) Your contact information can be a smaller font (10–12 pt.).
- **Address (optional):** Include your permanent address and / or school address.
- **Phone number:** Be sure your voice mail sounds professional when it answers.
- **Email address:** Avoid using "cute" or inappropriate email usernames.
- Include the URL of your website if you have one and only if the content is appropriate for employer viewing.
- Remove any automatic hyperlinks on your email address and URL.
- You may want to include a statement at the bottom of your resume that lets the reader know that you have a professional portfolio for review / to share.

### Education:

- 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 (there is no need to include the zip code).
- List the month and year of your graduation (i.e., if you are graduating May 2019, write "May 2019").
- Include GPA if its 3.0 or above, or if it is specified in the job posting, and use "GPA", not "G.P.A.". Round the number up (i.e. 3.25, not 3.249).
- If you have completed a study abroad experience, include it in the education section of your resume.
- If you financed your education, indicate so. For example, "Maintained a 3.5 GPA while working part-time to pay 75% of tuition."

## Experience:

- List your experience beginning with the most recent position (reverse chronological order.)
- Include full-time and part-time jobs, paid / unpaid internships or practica, and volunteer work, especially if it is related to your desired job.
- Use bold print and/or italics to highlight your *job title* and **company / organization name**.
- Include **city and state** for employer location, not the complete address.
- When listing dates, you may include the **month and year, semester and year, or just the year** of employment; but be consistent throughout with the format. It is not necessary to include exact dates.
- Do **not** include information such as salary, supervisor's name, etc.
- 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". **Eliminate personal pronouns** (i.e. "I", "me", "we") and articles (i.e. "a", "an", "the").
- Use appropriate **verb tense**. Use present-tense action words to describe present employment experience and past-tense action words to describe past employment experience.
- Include numbers to **quantify** experience where possible. For example, number of employees supervised, \$ amount of budget managed, number of workshops taught or projects coordinated, \$ amount saved by your ingenuity.
- Focus on your accomplishments / results and how you were valuable to past employers instead of your responsibilities. Instead of "*Responsibilities included implementation of policies, training of new employees, interfacing with subordinates and vendors*", try "*Worked with staff and vendors to increase product turnover by 15% and sales by 23%. Trained 14 new employees, five of whom were rapidly promoted.*"

## Skills:

- Include computer and programming skills and name the software programs in which you are proficient.
- Include applicable language skills. (Non-native English speakers should not include English; it is assumed.)

## Additional Categories:

You may also include some of the following categories, if applicable.

- Honors / Awards
- Extracurricular Activities
- Volunteer / Community Service
- Certifications / Licenses
- Course Projects
- Research
- Publications
- Presentations

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## General Resume Guidelines:

- A resume is a marketing tool, not a complete job history. Include **only** the items that will help you get the job you want. Leave off superfluous information. Try to **target** your resume to a specific position or industry.
- Your resume should be **one full page** in length.
- Your document should look **balanced**, pleasing to the eye, and easy to read.
- Your resume format (bolding, italics, etc.) **must be consistent** throughout your document.
- The body text font size should be **between 10pt. and 12pt.**
- Use consistent and **proper punctuation**.
- It is not necessary to include a list of professional references, nor the statement "References Available Upon Request." Your reference list should be a **separate** document.
- Run a **spell check AND proofread** carefully. Have at least two additional people review your resume.