



## Resume Checklist

### **Formatting:**

- ☐ Start with a blank page. (i.e. Word or Google Doc) No templates, graphics, or photo.
- ☐ One page is preferred. Set margins at 1" on all sides, or 0.75" if needed.
- ☐ If multiple pages, same header on all, and pages numbered. (CV or experienced professional)
- ☐ Font size 11-12 pt. is best. Professional, legible fonts. (i.e. Times New Roman, Arial, or Calibri).
- ☐ Main header includes name, (city, state, zip), phone, and professional email address.
- ☐ Header is the same for resume, cover letter, and reference page.
- ☐ Section headings are clearly identifiable, bold and/or italicized and left-aligned on the page. (i.e. Education, Experience)
- ☐ No use of abbreviations and first-person language. Correct grammar and no typos.
- ☐ Excludes 'References' on resume. If asked, can produce a separate document listing references for the employer.
- ☐ Header is the same for resume, cover letter, and reference page.

### **Section Headings:**

#### **Summary or Professional Profile** (Optional)

- ☐ Highlights key qualifications or unique experience. (Quality and Quantity)
- ☐ List as 2-5 concise bulleted action statements or brief, descriptive sentences of transferrable skills, areas of knowledge, and experience. Market yourself for their needs. (i.e. Tech-savvy marketing student with 3 years' experience in retail and content creation. Efficient self-starter skilled in digital marketing and communications. Passionate about customer relations and social media engagement, driving traffic and sales for business success.)
- ☐ Include any computer/software skills, foreign languages, and/or certifications.

#### **Education**

- ☐ List name of Institution(s)/School(s) and City, State. If a Freshman, include High School.
- ☐ Complete degree title listed. (i.e. Bachelor of Science, Biological Sciences). Right align graduation date.
- ☐ Listed in reverse chronological order (most recent degree first), including current pursuit.
- ☐ GPA listed only if 3.0 or above. (Optional unless requested. Remove after 2-3 years working.)
- ☐ Can be the last section. (i.e. experienced professional or after a few years post-graduation)

#### **Experience/Work Experience** (paid employment/internships) *and/or* **Other/Related Experience** (not paid)

- ☐ Include company name, company city and state, job title, dates employed (month/year), and a bulleted list or paragraph-type format of duties and accomplishments.
- ☐ Listed in reverse chronological order (most recent job first).
- ☐ Describe actions taken, skills developed and results of actions. Use key words from job description. (Quality and Quantity)
- ☐ Use clear and concise phrases. Avoid vague, passive descriptions.
- ☐ Begin description of duties and accomplishments with a variety of strong action verb(s).
- ☐ Current experiences listed in present tense. Past experiences listed in past tense.
- ☐ Not written in full sentences. No "I" or "me" statements. No use of periods.
- ☐ Tailor to the role of interest.

#### **Activities and Honors**

- ☐ Extracurricular activities, including sports, and volunteer work during the past four years. (Date - most recent first)
- ☐ Awards/academic honors received while in college or from a previous employer or organization.
- ☐ Include role or leadership positions in organizations.
- ☐ Expand with details if paid work experience is limited to none. In this case, format similar to 'Experience' section.