

Resume Checklist

Now you're ready to put it all together! Take everything you've learned and review the resumes on the following pages for ideas and strategies to determine the best format for your industry and goals. Use this checklist as a guide.

Resume Structure & Content

Contact Information

- Include your first and last name in larger font (14 –16).
- Add phone number and professional email address.
- It's optional to add city or state, but your address isn't necessary unless required (like on federal resumes).
- Include the URL to your LinkedIn profile if you are active on LinkedIn.
- For fields where a portfolio is essential, include a link to your work.



When developing a portfolio, be critical and selective with what you include. Your portfolio is a catalogue that clients can pick from, so don't display work that you don't want to do in the future. Choose your most unique and interesting work, the things that excite you, and remember: quality over quantity!

Formatting & Appearance: Consistency is key!

- Stick to one page. Avoid using templates.
- If you adjust margins, set them between .7" and 1".
- Use 10.5 - 12 point font size in sans-serif fonts like Calibri and Arial.
- Differentiate sections by headings: i.e., Education, Experience, Community Leadership, and Skills.
- Organize headings in order of importance to show your most relevant experience.
- Use adequate white space between sections to keep your resume from appearing crowded.
- Be consistent with spacing, alignment, and punctuation. Whatever style you pick, stick with it.
- Emphasize titles/organizations with bold or italics. Don't use more than two types of emphasis.
- Keep bullet points to one line or a nearly complete second line.
- Save your resume as a PDF to preserve formatting upon submission.

Education

- Include formal name of institution, city and state of institution, full degree name, majors/minors, and graduation month and year.
- You can also include courses that focus on your knowledge and skills. Include projects, research, and thesis or dissertation titles.
- GPA is optional. GPAs of 3.0 and higher are often included for current students.
- Include affiliations, memberships, trainings you have completed, and certifications.
- Show awards, honors, and scholarships if appropriate.
- Include conferences you have attended.
- Remove high school information after 1st year of college.

Experience - Employment, Volunteer Work, & Involvement

- List employer name/organization and your title. List city and state where employed.
- For dates, show month and year. Spell out months or use consistent numerical abbreviations.
- List experiences in reverse chronological order (starting with most recent).
- For lesser-known organizations, briefly describe the organization or its mission within your writing.
- Create strong bullet points by describing your experience using action verbs and the APR approach.
- Ensure descriptions of current roles are in present tense and previous roles are in past tense.
- Where possible, measure your achievements with numbers, percentages, and results.
- Your strongest bullet points should be first. Try writing 3-5 bullet points for each experience.

Skills

- If you show skills, organize them by similarity.
- Highlight skills in which you are proficient. Technical (*hard*) skills such as proficiency in a programming language and transferable (*soft*) skills like communication draw attention to your strengths and should be expanded upon in the bullet points of your experience.
- If you have advanced technical skills, feature a technical table.
- Avoid adjectives such as hardworking and punctual. These qualities would be expected of any candidate.

Content, Punctuation & Grammar:

- Use spell check! Ensure syntax and grammar are accurate.
- Writing is concise, clear, and tailored to keywords in specific job descriptions.
- Don't include personal pronouns (e.g. I, my).

Double Check for Common Mistakes:

- Don't include text boxes, shading, photos, graphs, headers, and footers.
- Remove references from your resume.
- Avoid using passive phrases like "worked with" or "responsible for."
- Avoid repetition; offer something new when describing similar experiences.

Optional Addition: Adding a Summary

A summary is a strong opening statement that calls out top skills, and clues the reader into core strengths they will see throughout your resume. It is tailored to the roles you are seeking and is often utilized by someone who possesses more experience. As this is the first thing a recruiter will read, ensure that strengths listed in the summary are your top skills in which you are significantly proficient.

Example: Innovative leader and Psychology student with 2 years of experience supporting campus program development. Recognized by peers for ability to motivate teams.



Try creating your own summary!

What are two or three things you would like a hiring manager to know about you that are relevant to your desired position? This could be a strength you have utilized, a skill you've developed, or an environment you have worked within.