

Resume Review

Before submitting your resume to an employer or on Handshake, utilize this checklist.
If an area is NOT checked off, please review and follow up with the career center.

Format and Accuracy

- Followed [Sam Norse](#) or [Taylor Norse](#) Template
 - This is our highest recommendation for a starting place. Use this format and only deviate if you've expanded beyond this format, have special tailoring for the type of position you are applying for, or have a different and strong rationale.
 - The format includes: Consistent spacing, Single page, Consistent date format, Same font used, No home address, No references, bullet points used, equal margins
 - Shortened URL for LinkedIn if applicable
- No misspelled words (review words line by line especially those not caught in spell check)
i.e. *performed* (should be *performed*), *costumer* (should be *customer*)

Education

- High school is not listed (exception—FY students may include high school)
- Only include colleges where a degree was earned or Luther College where you are now enrolled

Coursework

- Only included if not assumed from major, if tailored for a particular job or internship, or highlights a special topic/skill set worth highlighting

Experience

- Dates of employment are listed
- Locations (city and state) are included
- Capitalization is consistent
Capitalize job titles, however no need to capitalize each word in a description
For example: Department Sales Manager {a job title}
For example: Developed an action plan to increase sales {a description}
- Job descriptions are in bullet form starting with action words (do not use paragraphs)
 - Remove *I, Me, My* language from bullet point descriptions
- Acronyms are spelled out (not: EPT, NAED, NAHB), unless common knowledge in job target
- Punctuation has been checked -- such as commas
 - Correct placement between city and state: Decorah, IA
 - No comma needed between month and year (e.g. May 2021)
 - Periods are not needed after phrases listed in bullet point form
- Correct tense used in position descriptions
 - Presently employed at company -- use present tense | Formerly employed -- use past tense
- Bullet points highlight accomplishments rather than tasks. Quantified when possible. Highlight job description needs and/or your particular contributions
 - Bullet points can help to tell your unique contributions if written with that intention
- Reads well when reading it out loud

Other Sections

- Items or sections are significant enough that you'd want to be asked about it in an interview
- Can stand alone and be understood by the employer
- Titled and categorized well