

## Resume Checklist

### Contact Information

- Legal name is clear and bold at the top
- Include professional email address, phone number, and complete mailing address
  - Ensure you have a professional voicemail recorded

### General Format

- Margins between 0.5 and 1.0 inches
- Font size between 10 and 12 pt for text and 12, 14, or 16 pt for headings and name
- Use easy-to-read font (Arial, Calibri, or Times New Roman)
- 1 page maximum
- Use bullet points appropriately
- Use boldface or italics to signify headers or positions
- Keep spacing consistent
- Dates, format, and punctuation should be clear and consistent
- Sections listed in order of importance to the employer
- Heading names are descriptive (e.g. Experience, Leadership, Service, etc.)

### Profile

- Summarize key accomplishments relevant to the job
- Highlight key skills or qualifications
- Do not use first-person pronouns

### Education

- Spell out institution names (no abbreviations)
- List the official name of your degree
  - If expecting, list month and year you expect to earn your degree
- Include the city and state of the institution
- List the highest degree first if multiple

- Consider listing your GPA if strong (including the scale)
- Consider listing coursework that aligns with the job (do not include course numbers)

## **Experience**

- Clearly list the organization/company name and job title
- Include city and state (or country) for each experience
- List the dates of employment
- List the project, activity, and results for each experience
  - Start each phrase with a strong action verb
  - Provide evidence and quantify relevant information (scale, budget, people) for impact
- Use keywords that apply to your industry and job
- Avoid first-person pronouns

## **Skills**

- Include relevant skill types (programming language, foreign language, lab skills, etc.)
- Reflect skill level accurately (proficient, working knowledge, fluent, conversant, etc.)

## **Activities/Honors/Leadership**

- List any relevant activities, honors or leadership experiences
  - Include title, organization, location, and dates of participation
- List only honors earned after high school
- List any scholarships, grants, Dean's lists, or awards

## **Additional Categories**

- Use additional categories if relevant to the job
  - i.e., research, publications, professional associations, certifications, licenses, military service, presentations

## Resources

[Resume Template](#)

[Previous Resume Guide](#)

[Previous Resume Session Slides](#)