

CAREER DEVELOPMENT OFFICE

GENERAL FORMATTING & VISUALITY

	Checklist	Notes
Font	<input type="checkbox"/> Easy to read/professional font (standard loaded on MS Word and Google) <input type="checkbox"/> 10-12pt in size	
Header	<input type="checkbox"/> Focus on name <input type="checkbox"/> email address (school or personal account- with professional naming) <input type="checkbox"/> Phone number (including US area code. Example 999-555-1234) <input type="checkbox"/> (optional) Only 1 address (permanent or current) <input type="checkbox"/> (if included) customized LinkedIn and/or Portfolio and/or GitHub addresses	
Section Titles	<input type="checkbox"/> Section titles reflect content (e.g. Professional Experience, Project Experience) <input type="checkbox"/> easily scan-able <input type="checkbox"/> Most important/applicable sections first (in most cases this is Education)	
Dates	<input type="checkbox"/> Consistently placed and formatted throughout document <input type="checkbox"/> Reverse chronological order <input type="checkbox"/> Spelled out months (or consistently abbreviated)	
Titles/ Locations	<input type="checkbox"/> Consistent placed and formatted within sections <input type="checkbox"/> Consistent placed and formatted across sections	
Overall Page Appearance	<input type="checkbox"/> Fills the page, but is not crowded (at arm's length, visible text & white space) <ul style="list-style-type: none"> • 1 page for most industry jobs (including consulting) • 1 or 2 full pages allowed for academia / libraries & archives • Federal Resume specific guidelines here <input type="checkbox"/> Margins not smaller than .5" all around <input type="checkbox"/> Clear structure <input type="checkbox"/> Consistent grammar	
Optimize for online applications (ATS)	<input type="checkbox"/> Single column <input type="checkbox"/> No extra graphics, graphs or photos <input type="checkbox"/> White background, black text and/or limited/purposeful use of color <input type="checkbox"/> Created in a 'simple' software like MS Word or Google Docs	

SECTION STRUCTURE

Education	Checklist	Notes
	<input type="checkbox"/> List only education resulting in a degree <input type="checkbox"/> No abbreviations – spell out degrees <input type="checkbox"/> Degree dates– only month & year of completion (no range) <input type="checkbox"/> Reverse chronological order <input type="checkbox"/> (optional) GPA over a 3.3 (/4.0 for scale) and if relevant to position	
Experience	Checklist	Notes
	<input type="checkbox"/> Reverse chronological order <input type="checkbox"/> Each entry includes: Organization Name & Location, Title, and Time Period (month year - month year) <input type="checkbox"/> Appropriate bullet point usage (e.g. Avoids sub-bullets) <input type="checkbox"/> Uses consistent verb tense- Present for current role, past tense for others	
Project Work	Checklist	Notes
	<input type="checkbox"/> Format the same as your experience sections (Organization Name & Location, Title, and Time Period (month year - month year)) <ul style="list-style-type: none"> • ATTN: International students- be careful with organization names- Consult with CDO/International Center 	

DESCRIBING EXPERIENCES (Including Projects)			Writing Resume Bullets Handout	
Content	Professional	Proficient	Developing	Notes
Action	Describes tasks/skills using strong and varied action words	Describes tasks mostly using action statements	Statements lack descriptive clarity	
Context	Consistently notes process, tools, methods, audience, people involved, etc.	Sometimes notes process, tools, methods, audience, people involved, etc	Lacks context	
Results <small>*end product, goal or purpose</small>	Results are well defined and quantified as appropriate	Results sometimes quantified OR sometimes regularly defined	Accomplishments and results not quantified	
Tailored Content	Uses field-specific, direct language and keywords	Uses clear, direct language Not 100% field related	Entries are general and not field-specific	
Transferable Skills	Demonstrates variety of transferrable skills using verbs, descriptions, and/or results	demonstrates some transferrable skills using actions and/or descriptions	Does not demonstrate transferable skills	

SKILLS	
Checklist	Notes
This section should be a type of 'index' for the hard skills shown throughout your resume <ul style="list-style-type: none"> <input type="checkbox"/> Appropriately grouped <ul style="list-style-type: none"> o Potential Areas: Technical Skills (e.g. Programming, Design, Research Methods), Software, Languages, Certifications or Trained Skills (e.g. motivational interviewing) o use commas between skills in the list (e.g. Programming: Python, R, C++) <input type="checkbox"/> Avoids listing professional skills (e.g. organized, good communicator, etc.) 	

ACTIVITIES, SERVICE, AND/OR INVOLVEMENTS				
Structure	Checklist			Notes
	<input type="checkbox"/> Reverse chronological order <input type="checkbox"/> Header reflects content and section purpose (e.g. Leadership Experience) <ul style="list-style-type: none"> • Specifically: use descriptive words and the word experience to optimize for ATS 			
Content	Professional	Proficient	Developing	Notes
Descriptions	Directly communicate leadership responsibilities AND results or skills gained	Outline specific responsibilities, lacking results	Descriptions do not serve a clear purpose	
Transferable Skills	demonstrates variety of transferable skills using verbs, descriptions, and/or results	inconsistently demonstrates transferable skills using actions and/or descriptions	Does not demonstrate transferable skills with action statements	

OPTIONAL SECTIONS	
PUBLICATIONS AND PRESENTATIONS	
Checklist	Notes
<input type="checkbox"/> Reverse chronological order (of publication date) <input type="checkbox"/> If one of many authors, bold document owner's name <input type="checkbox"/> Follow standard reference format (e.g. MLA or APA)	
AWARDS AND HONORS	
Checklist	Notes
(if not included in Education) <ul style="list-style-type: none"> <input type="checkbox"/> Include official name or descriptive name for each honor and/or award <input type="checkbox"/> Include official name of organization/group <input type="checkbox"/> Add dates or date range of award 	

Overall Reflection

- Speaks to employer need and requirements (make sure resume is employer centered and uses their words)
- Indicates knowledge of the field (processes, tools, audiences, desired results, etc.).
- Is each section clearly serving a purpose? (Demonstrates employer's desired qualifications/ competencies)