

RESUME CHECKLIST

VISUAL APPEAL

- Fill one page without overcrowding
- Page margins are balanced & appropriate
- Font style is consistent and professional
- Font size is readable
- Print on high quality paper
- Title document appropriately if sent via email
ex: [lastname]resume.doc
- Consistent use of special characters and styles
(ex. periods, bold lettering, all CAPS, italics, indentions, etc.)

ORGANIZATION

- Use reverse chronological order when listing items
- Use consistent formatting of bullets, bold lettering, italics, capitalization, etc.
- List most important items in the top half of the resume

HEADING

- Header contains name, phone number and email address
- Remove hyperlink for printed version
- Name stands out
- Include a line or other minor graphic to set heading apart from the rest of the resume

OBJECTIVE/PROFILE

- An objective briefly describes specific, short-term goals
- A profile is a brief (1-3 sentence) description of skills and experience

EDUCATION

- Include only post-secondary education
- Official degree name is listed
- Minor is included, if applicable
- Name of the institution and location (City, State) is included
- List month and year degree will be earned
- List GPA, only if 3.0 or above
- Include academic honors or study abroad

SKILL DESCRIPTION

- List at least two experiences with three-five bullet points highlighting skills
- Skill descriptions begin with action verbs and clearly define skill development
- Each experience lists: position, title, company/organization, location (city, state), and dates worked
- Use appropriate verb tense

GRAMMAR & SPELLING

- No first person or personal pronouns used
- Check for spelling errors
- Limit use of abbreviations
- Check for grammatical errors
- Do not use contractions



TIP FROM A RECRUITER:

Ask someone to look over your resume for grammatical and spelling errors. If you are using a resume template, delete any sections that are not applicable.