

RESUME CHECKLIST

KEY SECTIONS	Yes	No	Unsure	Comments
Header Section				
First and last name				
Address, Phone number, Email				
Optional: LinkedIn URL, Skype Name (if abroad)				
Not included: Photo, personal information				
Education Section				
Institution name, Location, Degree Level				
Graduation month and year				
All majors and minors, GPA if 3.0 or above				
Include study abroad experience and relevant coursework if applicable				
Experience (Possible headings may include: Related Experience, Volunteer Experience, Academic Projects, Leadership, Internships, Work Experience)				
List employer/organization, Location (city and state), Job Title				
Dates of employment (Month Year – Month Year)				
Skills				
Include all technical, computer, and language skills				
DESCRIPTION OF EXPERIENCE, SKILLS, ACTIVITIES, HONORS	Yes	No	Unsure	Comments
Action-oriented descriptive statements that answer the questions, "What did I do? Why did I do it? What was the result?"				
Skill-based, not task-based statements – i.e. not "answer phones" (task) but "provide customer information over telephone" (skill)				
Quantify or Qualify – use numbers and dollar when appropriate				
Tailored – descriptions of experience and skills make it clear to employer how you meet specific requirements for job of choice				
Variety of action verbs to begin each sentence				
Statements in third person, no first-person pronouns (I, me, my)				
Avoid repetitive descriptions or wording				

FORMATTING AND SPELLING/GRAMMAR	Yes	No	Unsure	Comments
Format is inviting, consistent, easy to read, and all information can be found quickly at a glance				
Most relevant information and sections are in the top 1/3 of the page				
Resume is no more than 1 page				
Margins are within a reasonable range (.5" – 1" all around)				
Standard font is used, between size 10 – 12 (your name can be larger)				
Correct use of tenses – current jobs are present tense, previous jobs that ended are past tense				
Dates are in reverse chronological order (most recent to least recent) under each section				
Effective use of space – not too much or too little white space				
List of references or "References available upon request" are NOT on the resume				

Additional Notes: