

RESUME CHECKLIST

Now you are ready to put it all together! Take everything you have learned and review the resumes on the following pages for ideas and strategies to determine the best format for your industry and goals. Use this checklist as a guide.

Resume Structure & Content

Contact Information

- Include your first and last name in larger font (14 –16).
- Add phone number and professional email address.
- It is optional to add city or state, but your address is not necessary unless required (like on federal resumes).
- Include the URL to your LinkedIn profile if you are active on LinkedIn. Do not hyperlink!
- For fields where a portfolio is essential, include a link to your work.

When assembling your portfolio, be critical and selective in choosing what to include. Your portfolio serves as a showcase from which clients can select, so avoid showcasing work that does not align with your future aspirations. Highlight your most exceptional and captivating pieces, those that ignite your passion, and always prioritize quality over quantity!

Formatting & Appearance: Consistency is Key!

- Stick to one to two pages. Avoid using templates or wizards.
- If you adjust margins, set them between .7" and 1".
- Use 10.5 - 12-point font size in sans-serif fonts like Times New Roman and Arial.
- Differentiate sections by headings: i.e., Education, Professional Experience, and Affiliations.
- Organize headings in order of importance to show your most relevant experience.
- Use adequate white space between sections to keep your resume from appearing crowded.
- Be consistent with spacing, alignment, and punctuation.
- Emphasize titles with bold or italics. Do not use more than two types of emphasis.

Education

- Include formal name of institution, city and state of institution, full degree name, majors/minors, and graduation month and year.
- You can also include academic projects, research, and thesis or dissertation titles.
- GPA is optional. GPAs of 3.75 and higher are often included for current students.
- Include affiliations, memberships, trainings you have completed, and certifications.
- Show educational awards, honors, and scholarships if appropriate.
- Include conferences you have attended.
- Remove high school information after 1st year of college or a degree is earned.

Experience - Employment, Volunteer Work, & Involvement

- List employer name/organization and your title. List city and state where employed.
- For dates, show month and year. Spell out months or use consistent numerical abbreviations.
- List experiences in reverse chronological order (starting with most recent).
- Create strong bullet points by describing your experience using action verbs and the APR approach.
- Ensure descriptions of current roles are in present tense and previous roles are in past tense.
- Where possible, measure your achievements with numbers, percentages, and results.
- Your strongest bullet points should be first. Create 3-5 bullet points for the first experience and 2-3 bullets for each remaining experience.
- Use a unique action verb for each bullet.

Technical Knowledge & Skills (Recommended for IT Focused Majors)

- Highlight skills in which you are proficient. Technical (hard) skills such as proficiency in a programming language and transferable (soft) skills like communication draw attention to your strengths and should be expanded upon in the bullet points of your experience.
- If you have advanced technical skills, feature a technical table.
- Avoid adjectives such as hardworking and punctual. These qualities would be expected of any candidate.

Content, Punctuation & Grammar:

- Use spell check! Ensure syntax and grammar are accurate.
- Writing is concise, clear, and tailored to keywords in specific job descriptions.
- Do not include personal pronouns (e.g., I, me, my).

Double Check for Common Mistakes:

- Do not include text boxes, shading, photos, graphs, tables, headers, and footers.
- Remove references from your resume.
- Avoid using passive phrases like "worked with" or "responsible for."
- Avoid repetition; offer something new when describing similar experiences.

Optional Addition: Adding a Summary

A summary is a strong opening statement that calls out top skills and clues the reader into core strengths they will see throughout your resume. It is tailored to the roles you seek and is often utilized by someone with more experience. As this is the first thing a recruiter will read, ensure that the strengths listed in the summary are your top skills in which you are significantly proficient.

Example: *Dynamic professional with experience supporting campus program development. Proven ability to lead and inspire teams, drive program success, and foster a collaborative environment. Adept at managing multiple projects, implementing innovative solutions, and contributing to the growth and engagement of campus communities.*