

RESUME CHECKLIST

PURPOSE OF RESUME → TO GET INTERVIEWS!

- Person whose qualifications most closely match those sought by the employer gets the interview.
- Use same skills/key words in resume as those sought by the employer and provide specific examples.

Key Items for Consideration

- Use blank Microsoft Word document (.doc) - no Google docs or Templates.
- One page only – unless significant related employment/experience (resume should be maximum of 2 pages).
- Use consistent indentation, capitalization, font style, spacing, and margins (1 inch max, ½ inch min).
- Use a standard font like Calibri or Arial, 11 point is best.
- No personal pronouns (I, me, you, he, she...).
- Use **boldface** for the most important information.
- No photos or personal information (e.g., such as date of birth or hobbies).

RESUME COMPONENTS

Name and Contact Information

- Should be at the top of your resume.
- Name is bolded and 12–14-point font, same type as the rest of your resume.
- Your City, State, Zip Code (optional), email, and phone number same font size as main body text (11 point).
- Email should be professional (e.g., NOT rockstar@gmail.com) and one you check daily.

Headline/Job Title and/or Summary Statement (optional)

- Should be specific to position or industry.
- Do not include headline/job title if you are unsure of position(s) employer has available.
- Click here to download the [Summary Checklist](#).

Education

- List College, City, State, degree/certificate earned or current program of study and expected graduation date.
- Once enrolled in college credit courses, high school diploma or equivalency should not be included.
- Optional components: GPA if above 3.5, previous colleges attended listed with most recent first and include type of coursework taken or credential received, relevant coursework, accreditations/certifications, or licenses.

Skills

- Skills section should include relevant skills such as proficiency in certain computer programs, applications, or languages, and fluency in a language in addition to English.

Employment -- use “Experience” as section title if including relevant unpaid position(s)

- Start with most recent experience first and go backward in chronological order for positions held within the past 10-15 years.
- Include employer/organization name, location (City, State), job title and dates of employment.
- Give details. Employers want to know exactly what you did, how you used your skills, and what you accomplished.
- Use “bullet” point statements, starting with an action verb to show what you did, how you did it and the outcome.
- Check to make sure statements are in correct tense. Present tense if currently performing task, past tense if no longer performing task or in position.

Volunteer, Activities, Awards/Honors, Military, Professional Affiliations (Optional)

- Employers want examples of initiative, leadership, teamwork, and other job-related skills. Demonstrate this by including experience and involvement in activities and achievements.

*****Note: If you need a two-page resume, it should be two separate sheets of paper. Do NOT staple, paper clip, or print back-to-back. Include your name, email address and page number on the second page.**

*****If your resume is two pages, the second page should fill more than just a quarter of the page.**