

RESUME CHECKLIST



PAGE IDENTIFIER - 11-12 PT. FONT

- If more than one page, the document has a # identifier that has your Last Name then First Name and states it is page x of page y (y= total pages)

MAIN HEADLINE

- Name (22-24 pt. easily readable simple font, bold, capitalized)
- City, State - no zip code or full address (10 pt. font)
- A professional e-mail address...ex: HannahSmith2@gmail.com not HannahBannanah2@gmail.com (10 pt. font)
- Optional: a link to your portfolio (10 pt. font)

SUB SECTION: EDUCATION (ALL SUBSECTION TITLES SAME FORMAT) - 13 OR 14 PT. FONT)

- Education listed least recent to most recent
- Dates of education flushed to the right side, consistently formatted (Jan. or Jan or January stays same)
- Education that is in progress is listed as such
- GPA is listed if requested
- Institution name, city and state, degree type (B.A., B.S.) and program type (Nursing, Aircraft Maintenance) is listed

JOB HISTORY SUB SECTION

- Same section format as education
- Begins with most recent; ends with least recent jobs
- Only includes maximum of 10-15 years old job experiences
- Bullet points start with strong action verbs
- Bullet points are strong and specific; written in a way that describes the task/responsibility at hand, the method you utilized to accomplish the task, AND the result (including any relevant metrics, ex: with a team of 7, in half the time, improving sales by 40%, etc.)
- There are no periods at the end of each bullet point
- There is no "I, me, my" included
- Past tense is utilized for past roles; present for present roles

SUB SECTION: SKILLS

- Tangible (hard) skills are listed (i.e.) softwares, foreign languages spoken, programming languages, specific tools
- Skills are listed in coordination with their level of proficiency (elementary, beginning, advanced, expert)
- "Soft" skills are relayed in the job description, on cover letter, in trainings section, and in interview - not in "skills" section generally

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SUB SECTION: TRAININGS

(EX: CERTIFICATIONS, LICENSES, INDIVIDUAL TRAININGS)

- Name of training and company is listed
- Date completed is listed

SUB SECTION: VOLUNTEER

- Type of volunteer experience listed
Brief description of work
- Date(s) completed are listed
- Only significant experiences are included (more than a few hours/1 time)

SUB SECTION: PUBLICATIONS

- Includes title of publication and name of publisher
- Includes date published

SUB SECTION: AWARDS AND HONORS

- Includes title of honor or award
- Includes a brief description of honor or award
- Includes date awarded
Is relevant to the desired position

SUB SECTION: ORGANIZATION MEMBERSHIPS

- Includes name of organization
- Includes date joined
- Includes leadership title, if relevant
- Only includes actively present organization membership, unless leadership title held

SUBSECTION: PROJECTS (INCLUDING CLASS PROJECTS)

- Name of project is included
- Dates of project are listed
- Brief description of project is included

SUB SECTION: CONFERENCES

- Name of conference is listed
- If presented at conference, name of presentation and date are included

OTHER SUB SECTION OPTIONS:

(INCLUDE DATES & LEADERSHIP TITLES)

- Teams
- Clubs
- Campus Involvement, etc. etc.

OVERALL FORMATTING AND CONSISTENCY

- Overall design has no columns
- Overall design is clean and not overly complex
- Dates have consistent formatting
- Text formatting is consistent
- Same font type is utilized throughout
- Kept to two pages maximum
- Subsections have consistent formatting
- No objective statement is included unless extenuating circumstances; if so, is well written