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
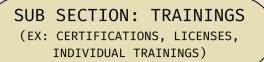
JOB HISTORY SUB SECTION

- ◯ 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

RESUME CHECKLIST

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