



“Must Have” Resume Checklist



Student Name (largest item on the page)

Raleigh, NC 27603
(919) 498-8121
name@my.waketech.edu
LinkedIn profile link (only if updated and industry necessary)



OBJECTIVE:

The position of _____ in
what? doing what? For whom?

OR
Not
Both

SUMMARY OR PROFILE:

Who you are, what value do you offer, what's
your experience?



EDUCATION:

Wake Technical Community College, Raleigh, NC
Associate of Applied Science: _____ (Program of Study)
Associate of _____ (Arts, Arts: Fine Arts, Science or Engineering)
Diploma: _____
Certificate: _____
GPA Optional → 3.5 or higher

Anticipated May 2022
insert date expected,
not duration



RELEVANT COURSEWORK:

Title of course(s) or relevant concept
Not course #



CERTIFICATIONS:

Must include: title, organization and dates

Month Year - Present



SKILLS:

Anything relevant

- Tangible & specific (experience/program related)
- Software
- Languages (foreign or programming)



EXPERIENCE:

Position Title
Business, City, State

- Create bullets each impact/action/result statement using strong action verbs, highlighting your work.
- DO NOT write in paragraph format. DO NOT use phrases like "responsible for" or "duties include".
- Think about transferable skills to your industry.
- Consider demonstrating: teamwork, leadership, customer service, communication, and technical experience.
- No experience? Provide 1-2 school projects that can show your skills in your industry.

Month year- Month year



PROFESSIONAL AFFILIATIONS or HONORS:

Any professional/relevant organizations, honor societies, scholarships, etc.



COMMUNITY INVOLVEMENT:

If applicable, keep it relevant
Could include clubs and other school organizations