Resume Checklist

Accessible/Printable Version

For personal assistance or additional questions, please contact Career Services careerservices.waketech.edu

Click on the arrow to the left of a blue information ⓘ box to expand or collapse it.

Formatting Guidelines ⓘ

- No templates. Create using Word or Google document.
- Length is 1 page, or 2 pages if enough relevant information
- Simple, readable, consistent format and font type (Calibri, Arial, Cambria, Times New Roman, Aptos)
- NAME and SECTIONS headings in bold and ALL CAPS (14-18 pt)
- Body text (11-12 pt font)
- Solid, round bullets only
- Reverse chronological order by date in each section
- Narrow (0.5) to Normal (1.0) margins
- DO NOT include or refer to references

STUDENT NAME

Raleigh, NC
(919)123-4567
name@my.waketech.edu
Web links if applicable

Contact Information Section ⓘ

- Name (large and bold)
- City/State (current or permanent location where you are applying)
- Links (LinkedIn profile, portfolio, or website -if applicable and updated)

SUMMARY

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

Summary Section ⓘ

- Brief statements (3-5) showing how you match employer/industry requirements
- Highlight relevant traits, experiences, skills, and achievements
- Describe what you bring to the role, including context for career changes if applicable

EDUCATION

Wake Technical Community College, Raleigh, NC **Anticipated May 2025**

Associate in Applied Science: ____ (Program of Study)

Associate in: ____ (Arts, Fine Arts, Science, or Engineering)

Certificate: ____

Diploma: ____

- GPA Optional (3.5 or higher)
- Honors, Scholarships

Education Section ⓘ

- Degree & Major (Program of Study)
- Include additional education (degrees, certificates, diplomas)
- Include high school coursework if relevant to position/industry
- Use bullet points for awards, scholarships, GPA, etc.
- Add GPA only if 3.5 or higher
- Graduation or completion date

CERTIFICATIONS (OR LICENSES)

Title, Organization May 20XX – present

Certifications Section ⓘ

- Relevant and industry-specific

- (Do not include if expired)
- Include month and year earned

SKILLS

- relevant hard skills, tangible activities
- software or technical skills
- languages (foreign or programming)

Skills Section ⓘ

- DO NOT include human/soft skills
- May not be needed if your field requires a specific certification or license signifying necessary skills

EXPERIENCE

Position title January 20XX - May 20XX

Company/Organization, City, State

- Create bullets for each impact/action/result statement using strong action verbs, highlighting your work, transferable skills, and achievements
- DO NOT write in paragraph form, DO NOT use phrases like "responsible for" or "duties include", DO NOT use pronouns like "I, me, my"
- Consider demonstrating human/soft skills like customer service/satisfaction, communication, collaboration, and leadership
- Limited or no experience? Provide 1-2 school projects, group work, or research from your courses that can show your industry skills

Experience Section ⓘ

- List in reverse chronological order, or most recent
- Position title, Company/Organization name, City, State
- Dates of employment/involvement
- Include 3-5 bullet points per experience
- Use numbers/metrics to quantify information when possible

PROFESSIONAL AFFILIATIONS AND COLLEGE ACTIVITIES

Any professional/relevant organizations, college activities/clubs/organizations, etc.

COMMUNITY INVOLVEMENT

If applicable, keep it relevant.

Other Sections ⓘ

- Include other sections (military, internship, volunteer experience, etc.) if applicable and relevant
- Meet with a Career Coach to discuss the ideal section order based on your experience and targeted position