

RESUME CHECKLIST

General Resume Guidelines:

- ☐ **First Person** – Do not use personal pronouns such as “me” or “I”
- ☐ **Single page** – Your resume should be one to two full pages in length
- ☐ **Limit Information** –A resume is a marketing tool, not a complete job history. Include only the items that will help you get the job you want. Target your resume to a specific position or industry
- ☐ **Readable** – Your document should look balanced, be pleasing to the eye, and be easy to read
- ☐ **Consistency** –Your resume format (bolding, italics, etc.) must be consistent throughout your document
- ☐ **Font Size** –The body text should not be too small (no less than 10 pt.) or too large (no more than 12 pt.)
- ☐ **High School**- Do not include - it adds no value to your resume and takes space
- ☐ **Use of Color and Graphics**- Do not use colored text on your resume or include cute little graphics

Contact Information:

- ☐ **Name**
- ☐ **Address**- (street, city, state and zip)
- ☐ **Professional E-mail Address**
- ☐ **Contact Phone Number**

Objective OR Professional Summary:

Objective:

- ☐ Eliminate personal pronouns such as “I” and “my” from your objective
- ☐ Adding an objective is optional, but can help employers understand what type of position you’re seeking as well as highlight your skills

Professional Summary:

- ☐ Is used to quickly and effectively brand oneself
- ☐ Why should they hire you
- ☐ Core strengths and skill sets most relevant to their role
- ☐ Past relevant experience with key functions

Education:

- ☐ List degrees in reverse chronological order (most recent listed first).
- ☐ Degree (**use the accurate name for the degree**) ie: Associate of Applied Science Degree, Name of Program
- ☐ Anticipated graduation date
- ☐ GPA if over 3.0
- ☐ Academic awards and honors
- ☐ Certifications earned

Experience:

- ☐ Avoid long paragraphs and utilize bullets
- ☐ Begin all statements with a verb, make sure they are in the **correct tense**
- ☐ Use periods or don’t use periods-be consistent
- ☐ Avoid acronyms and company specific jargon-the reader needs to understand

Military Experience/Internships/Volunteer Experience- Use the same general principles for Experience

Additional Categories- You can include Skills or Certifications or Licenses as applicable experience in addition to those listed above

References- Do not include “references available upon request”