T CENTER FOR CAREER DEVELOPMENT
Resume Checklist

1. **Format**
   - ☐ Easy to scan (not read)
   - ☐ Concise (**one page**)
   - ☐ Can use between ½" to 1" margins all the way around page
   - ☐ 8.5 x 11 resume paper
   - ☐ No colors or flashy font styles (font size can be 10 – 12 point)
   - ☐ Looks professional & aesthetically pleasing

2. **Heading**
   - ☐ Name is centered and largest font on the page (16-18 recommended)
   - ☐ Current address on left, permanent address on right (centered if you only use one)
   - ☐ Phone number and professional/school e-mail address
   - ☐ LinkedIn personalized URL (if you have a complete profile)

3. **Objective (Optional)**
   - ☐ States what type of job(s)/industry you are seeking, when, and geographic location
   - ☐ No pronouns are used and no period at end

4. **Education**
   - ☐ Only schools from which you received degrees are listed
   - ☐ Graduate school is listed first (if applicable)
   - ☐ Degree(s) are spelled out (not abbreviated)
   - ☐ Major(s), Collateral(s), Concentration(s), and minor(s) are listed
   - ☐ Graduation month and year is included (do NOT list dates attended)
   - ☐ Overall and major GPA's are included (if over 3.00)

5. **Relevant Coursework (Optional)**
   - ☐ Courses relevant to the job are listed (not just in your major)
   - ☐ Bullet format
   - ☐ Spell out the name/ subject of the course, not the course number

6. **Experience**
   - ☐ Include internships (#1 on resume to employers)
   - ☐ Jobs/internships are listed in reverse chronological order (most recent is first)
   - ☐ Month and year started and ended are included ("present" if still working; Seasons are not used)
   - ☐ Include the city and state of the job location
   - ☐ Include your job or internship title

- ☐ List major achievements and skills developed/displayed in bullet point format
- ☐ Start each statement with an action verb trying to vary each verb
   - o Bullet point formula: "Action verb + Task + Outcome or purpose"
- ☐ Utilize numbers and metrics when appropriate "which resulted in a cost savings of $1,500"

Additional Sections- list in order of relevance/ importance

7. **Honors and Awards**
   - ☐ Name of honor/award is included (little or no description is needed)
   - ☐ Scholarships are included
   - ☐ Dean's list is included (3.7/4.0), # of semesters

8. **Computer Skills**
   - ☐ Software and languages are listed (if relevant)
   - ☐ Begin with those that not every other applicant will know

9. **Activities**
   - ☐ Name of organization and any leadership positions are listed
   - ☐ List bullet points under leadership roles held
   - ☐ Descriptions are limited or not included if just member

10. **Volunteer Experience**
    - ☐ Name of organization is listed (limit description)

11. **Foreign Languages**
    - ☐ Described as either "Conversational" or "Fluent"

12. **Study Abroad Experience**
    - ☐ Include location, school, and dates
    - ☐ List or describe courses studied in bullet point format
    - ☐ Describe any relevant projects in bullet point format

Other Section Headers to Consider: Licensures, Certifications, Relevant Projects, Job Shadowing, Achievements, Professional Associations, Presentations, etc.

* References
- ☐ Are listed on a separate sheet of paper
- ☐ Do NOT include "References available upon request" on resume