



Center for Career Readiness

RESUME CHECKLIST

CONTACT INFORMATION

Contact information is located at the top of the page

Name is emphasized with a larger font size and/or use of bold (use the name you go by, not necessarily legal name)

Includes name, city and state, phone number, and e-mail address

* *E-mail and voicemail should be set up and appropriate*

SUMMARY OF QUALIFICATIONS SECTION

Clear, concise statements summarizing your qualifications related to the position in which you are applying for

Directly addresses minimum and preferred qualifications, with language mirroring that within the job description

Statements focus on both accomplishments and skills

EDUCATION

Official degree(s), major(s), and minor(s) if applicable, are listed as they appear in college catalog with no acronyms

Name and location (including city and abbreviated state) of college is listed

Date of graduation, or expected graduation, is listed with month and year

If there is more than one degree, list the most recent degree first (including the degree you are working on)

Relevant coursework, study abroad experience, licensure, etc. can be added here

RELATED EXPERIENCE

Each experience includes position title, place of experience, location (city and abbreviated state) and dates in position

Experience listed is directly related to the job posting

Resume statements are listed in bullet format (see below)

Approximately 4-8 bullet statements provided for each role/experience

* *Experience: any paid, unpaid, part-time, full-time, extra-curricular, volunteer, leadership experience, etc.*

ADDITIONAL EXPERIENCE

Any additional experiences that can articulate transferable skills

Approximately 2-3 bullet statements provided for each role/experience

BULLET STATEMENTS

Bullet statements are listed in order of importance/relevance to the job description

Statements begin with an action verb and are diversified

Statements articulate accomplishments, skills development, and duties performed

Uses keywords that appear in the job description and are relevant in the desired field of work

Personal pronouns or other pronouns are excluded; I, me, my, he, her, they, etc.

Numbers and specifics used when appropriate (i.e. when working with groups of people or sums of money)

* *Use the following formula to help you create strong statements: Action Verb + Task/Detail + Result/Outcome*

OVERALL

Easy to read font with font size typically between size 10.5-11, no larger than 12

Margins no less than 0.5" and no more than 1"

Free of typos, spelling errors, and grammatical errors (including tense usage)

Information appears in chronological order within each section, with most recent being first

Each section header accurately represents the experiences underneath (Related/Additional or other applicable heading)

Consistent spacing and formatting is used throughout resume

Resume is a regular word processed document, not made through a template

REFERENCES

References put on separate document using the same header as resume or may be uploaded as part of application

* *Number of references you provide should reflect the amount requested in job description, with each including contact name, title, organization, phone, and e-mail. You may also be asked to put the references' relationship to you or include a current supervisor*