

RESUME CHECKLIST

CONTACT INFORMATION

- Contact information is located at the top of the page
- Includes name, address, phone number (including area code), and e-mail address listed is appropriate and professional
- Name is emphasized with a larger font size and/or use of bold
- Voicemail for listed phone number is professional and clearly states first and last name

QUALIFICATIONS SECTION

- Clear, concise statements summarizing your qualifications related to the position in which you are applying for
- Directly addresses minimum and preferred qualifications listed in the job description
- Statements focus on both accomplishments and skills
- Uses employer's language (uses words/phrases from the job description)

EDUCATION

- Official degree and major (and minor(s)) are listed as seen in UNC catalog
- 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 can be added here

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

RELEVANT/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 reverse for examples)
- 4-8 resume statements are provided

ADDITIONAL EXPERIENCE

- Resume statements articulate transferable skills
- Generally 2-3 bullet statements for an experience in this section (emphasis should be on the "relevant experience" section)

BULLET STATEMENTS

- Bullet statements are listed in order of importance/relevance to the job description
- Statements begin with an action verb. The action verbs are industry specific, and are diversified
- Statements articulate accomplishments, skills development and duties performed (state how and/or why you used the skill)
- Uses keywords that appear in the job description
- Personal pronouns or other pronouns are excluded; I, me, my, he, her, they etc.
- Numbers are used when appropriate (e.g. when worked with groups of people or sums of money)

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)
- The most relevant information appears in the top half of the first page
- Each section header accurately represents the experience listed within in
- Acronyms are appropriate if industry specific
- Consistent spacing and format is used throughout resume (including consistent use of bold, bullet sizes, capitalization etc.)
- Resume is a regular work processed document, not made through a template or wizard

REFERENCES

- References are on a separate page using the same header as seen on resume
- Each reference includes: contact name, title, organization, address, phone, and e-mail.
- Includes 3-5 references (or however many are requested)