RESUME CHECKLIST

PURPOSE OF RESUME –> TO GET INTERVIEWS!

- Person whose qualifications most closely match those sought by the employer gets the interview.
- Use same skill/key words in resume as those sought by the employer and provide specific examples.

Key Items for Consideration

- Use blank Microsoft Word document (.doc) - no Google docs or Templates.
- One page only – unless significant related employment/experience.
- Use consistent indentation, capitalization, font style, spacing, and margins (1 inch max, ½ inch min).
- Use a standard font like Calibri or Arial, 11 point is best.
- No personal pronouns (I, me, you, he, she, it…).
- Use **boldface** for the most important information.

RESUME COMPONENTS

Contact Information

- Should be at the top of your resume.
- Name is bolded and 12-14 point font, same type as the rest of your resume.
- Address, email and phone number same font size as main body text (11 point).
- Email should be professional (e.g., NOT rockstar@gmail.com) and one you check daily.

Objective (optional)

- Should be specific to position or industry.
- Do not include if you are unsure of position employer has available or employer has more than one position for which you would like to be considered.

Education

- List College, City, State.
- Include degree/certificate earned or current program of study and expected graduation date.
- Optional components: GPA if above 3.5, previous colleges attended, related coursework, national accreditations/certifications, licenses, etc.

Skills

- Skill sections should include relevant skills sought by employers such as proficiency in certain computer programs or languages, fluency in a foreign language, etc.

Employment -- use "Experience" as heading if includes relevant unpaid position(s)

- List in reverse chronological order (most recent first) positions held with dates of employment (typically 10-15 year history).
- Include employer/organization, location (City, State) and dates of employment and job title underneath.
- Use "bullet" point action statements, starting with a verb to list key skills used, responsibilities and results.
- Give details. Employers want to know exactly what you did and what you accomplished.
- Check to make sure statements are in correct tense. Present tense if currently performing task, past tense if no longer performing task or in position.

Volunteer or Extracurricular Activities or Awards

- Employers want examples of initiative, leadership, teamwork and other job related skills. Demonstrate this by including involvement in extra-curricular activities and other achievements.

***Note: If you need a two page resume, it should be two separate sheets of paper. Do NOT staple, paper clip, or print back-to-back. Include your name, email address and page number on the second page.

***If your resume is two pages, the second page should be more than just a quarter of the page.