

# 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

- Microsoft Word document (.doc).
- One page only – unless significant related employment/experience.
- Use consistent indentation, capitalization, font style, spacing, and margins (1 inch).
- Use a standard font like Helvetica or Times New Roman in 10 pt or larger; 11 pt is best.
- No templates! They may not be compatible with employer's online systems and are difficult to edit.
- No personal pronouns (I, me, you, etc.).
- Use **boldface** for the most important information

## Contact Information

- Should be at the top of your resume.
- Name is bolded and 12-14 point font.
- Address information same font size as main body text (11 pt) and include all information in sample.
- Email should be professional (e.g., NOT huskyhotpants@gmail.com) and good for at least six months.

### **John Jordan**

1234 Main Street

Palatine, IL 60067

(847) 555.5555 • jjordan123@email.com

## Objective (optional)

- Can be beneficial if it matches position listed by employer.
- Do not include if you are: A) unsure of position employer has available; B) employer has more than one position for which you would like to be considered; or C) you have limited space.

**OBJECTIVE**

**Seeking a position in Finance**

## Education

- Include degree, current/intended major, college name with city and state, and expected graduation date.
- List College, city, state.
- Optional components: GPA if above 3.0. Major GPA if above a 3.0 and overall GPA below, semesters on the Dean's List, Study Abroad experience, previous colleges attended, related coursework, working 20 or more hours while attending college, national accreditations, etc.
- Omit high school information unless something exceptional.

### **EDUCATION**

Harper College, Palatine, IL

Expected May 20XX

Associate in Applied Science – Financial Services

## Employment -- use “Experience” as heading if includes relevant unpaid position(s)

- Employers want a reverse chronological (most recent first) list of jobs held with dates of employment.
- List employer/organization, location (city and state) and dates first.
- Follow with your job title.
- Use “bullets” to list key skills, responsibilities and results. The more relevant the position or key skills used/demonstrated, the more bullet statements.
- Use the same skill words as those used in job listing.
- 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.

## EXPERIENCE

Ameriprise Financial, Minneapolis, MN

May 20XX – Present

### Intern

- Create financial plans for new clients and helped manage client accounts.
- Advised clients working with mutual funds, ETF’s, REIT’s, individual stocks, and VA’s.

Granite City Brewery, St. Cloud, MN

May 20XX – May 20XX

### Server

- Trained approximately 10 new staff in company standards and procedures.
- Developed strong interpersonal communication skills providing quality service to thousands of customers.
- Executed accurate and efficient cash transactions in a fast paced work environment.

## Activities and Achievements

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

### ACTIVITIES AND ACHIEVEMENTS

Member, Student Activities Board, Harper College, Palatine, IL

Volunteer Volleyball Coach, Little City, Palatine, IL

Named to Dean’s list three consecutive semesters

## Additional Skills

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

### LANGUAGE SKILLS

Fluent in English and Hmong

### COMPUTER SKILLS

InDesign, Illustrator, Photoshop, HTML, Dreamweaver and Microsoft Office Suite

**\*\*\*Note: If you must have a two page resume, it should be two separate sheets of paper. Do NOT staple, paper clip, or print back-to-back.**

**\*\*\*If your resume is two pages, make the second page more than just a quarter of the page!**