



RESUME CHECKLIST

FORMAT

- The resume is one page, two pages if experiences are relevant
- The font style is appropriate (ex. Times New Roman, Arial, Calibri)
- There are no more than 3 font sizes, minimum font size is 11 (details), maximum is 15 (name)
- Spacing and margins are consistent throughout the resume, minimum margin all around is 0.75"
- The use of bullets, bolding (company/employer name), italics (job title), and underlines are used sparingly to organize information
- All resume sections are clearly labeled
- Within each section, information is listed in reverse chronological order (most recent listed first)

WRITING STYLE

- Personal pronouns (I, me, my, or we) are not used
- Each bullet point begins with a strong action verb
- The phrases "Responsible for" and "Duties included" are not used
- The resume is free of typos, spelling, or grammatical errors
- Experience descriptions specify individual skills and accomplishments, not team outcomes
- The resume has been proofread by at least one other person
- The phrase "References available on request" is not used

INFORMATION TO INCLUDE

- Think broadly about how your background is relevant to the position. Draw from: relevant coursework, class projects, internships or work experience, volunteering, research, leadership roles, campus clubs and organizations, community involvement, study abroad, honors, scholarships, awards, publications, presentation, and language and technical skills
- Include college experiences. High school should be removed if in college

ACCOMPLISHMENTS

- The resume emphasizes the outcomes of activities. For example:
 - *Initiated recycling program in residence hall based on student feedback, reducing monthly waste bill by \$200 and improving environmental awareness and contentiousness amongst students.*
- Accomplishments and outcomes are quantified by using numbers, percentages, and dollar amounts as measures of success

RELEVANCE OF JOB DESCRIPTION

- The resume is tailored to the specific internships or job requirements
 - Skills, knowledge, and responsibilities from the job description are clearly mentioned and highlighted on the resume
 - These qualifications are listed at the top of the resume and included in your summary, rather than lower on the page
- Resume sections are ordered in terms of relevance to the job description to highlight the applicant's strongest qualifications
 - For example, if your volunteer experience most closely relates to the position, the Volunteer Experience section should follow the Education section