BUILDING A RESUME: RESUME CHECKLIST

Creating a resume can be challenging, especially if you have never created one before. A good resume however can be the difference between getting a job or not. Use this checklist with your students as you teach them how to craft their first resume.

Contact Information:

☐ **Name**: Make it the largest font on your resume, so your name stands out (16-18 pt). Your contact information can be a smaller font (10-12 pt).

☐ **Address (optional)**: Include your permanent address and/or school address.

☐ **Phone number**: Be sure your voice mail sounds professional when you answer.

☐ **Email address:** Avoid using "cute" or inappropriate email usernames. Make sure it is an email address you check frequently.

Objective (optional)

☐ Keep your objective **short and concise**

☐ Eliminate personal pronouns such as "I" and "my" from your objective and in your resume.

Education

☐ List degrees (**most recent listed first**).

☐ Spell out names of degrees you have earned (i.e., "Alternate Academic Diploma", not "AAD").

☐ Emphasize your school by placing it **before your degree and in bold.**

☐ Include the **city** and **state** after the institution name (do not include zip code).

☐ List the month and year of your graduation (i.e., if you are graduating in May 2018, write "May 2018").

☐ Include GPA if it is **3.0 or above** or if it specified in the job posting and use the term "GPA" (not "G.P.A."). Round the number up (i.e., 3.25, not 3.249).

Experience

☐ List your experience beginning with the **most recent position**.

☐ Include full-time and part-time jobs, paid/unpaid internships, and volunteer work especially if it is related to the job you want.
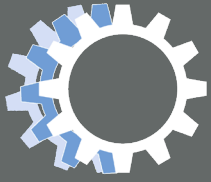
- Use **bold print** and/or italics to highlight your job title and company/organization name.
- Include city and state for employer location, **not the complete address**.
- When listing dates, you may include the month and year, semester and year, or just the year of employment, but **be consistent throughout with the format**. It is not necessary to include exact dates.
- Do not include information such as salary, supervisor's name, etc.
- List job descriptions/duties using **bullet points instead of writing them in paragraph** form.
- Use **strong action words** to describe your work experience (i.e., coordinated, organized, created, formatted, filed). Example: "Filed patient records at doctor's office". Eliminate personal pronouns (I, me, we) and articles (a, an, the).
- Use **appropriate verb tense**. Use present tense action words to describe present employment experience and past tense action words to describe past employment experience.
- Include numbers to quantify experience where possible. For example, # of customers assisted, $ amount of revenue brought in, # of products created, # of files organized.
- Focus on your **accomplishments/results** and how you were valuable to past employers instead of just listing your responsibilities.

Skills

You may want to include the following categories if applicable and relatively recent:

- Honors/awards
- Extracurricular activities
- Volunteer experiences
- Certifications or licenses

General Guidelines

- A resume is a marketing tool, not a complete job history. Include only the items that will help you get the job you want. Try to target your resume to a specific position or industry
- Your resume should be one full page in length.
- Your document should look balanced, pleasing to the eye, and easy to read.
- Your resume format (bolding, italics, etc.) must be consistent throughout your document.
- The body text font size should be between 10pt and 12pt.
- Use consistent and proper punctuation.
- Do not list professional references and do not include the statement, "References Available Upon Request." Your reference list should be a separate document.
- Run **spell check** AND **proofread** carefully. Have at least two additional people review your resume.