RESUME CHECKLIST

1. Format
- ☐ Easy to scan
- ☐ Concise (one page)
- ☐ Half-inch to one-inch margins all the way around the page
- ☐ 8.5 x 11 resume/bond paper
- ☐ No colors or flashy font styles (font size can be 10-12 point)
- ☐ No individual photographs
- ☐ Looks professional

2. Heading
- ☐ Name centered and largest text on the page (2-3 points larger than resume text
- ☐ Current address on left, permanent address on right (centered if you only use one
- ☐ Phone number and professional/school e-mail address
- ☐ LinkedIn personalized URL (if you have a completed profile)

3. Profile/Professional Summary
- ☐ Written in third person (without personal pronouns)
- ☐ Includes information that serves as a highlight reel of skills and experiences as it pertains to the desired position and audience
- ☐ No periods

4. Education
- ☐ Only schools from which you received a degree or are currently attending
- ☐ Graduate school listed first (if applicable)
- ☐ Degree(s) spelled out- Ex: Bachelor of Arts in English
- ☐ All majors, concentrations, and minors
- ☐ Graduation month and year
- ☐ Overall GPA if over 3.0
- ☐ Dean's List recognition
- ☐ Excludes high school information
- ☐ Excludes previous college information unless you received a degree from that institution

5. Relevant Course Work (optional)
- ☐ All courses relevant to the job (not just those in your major
- ☐ Bullet format
- ☐ No course number; name and subject of the course spelled out

6. Experience
- ☐ Experience is separated by headings. Ex: Relevant Experience is directly related to the position. "Other Experience" or "Employment" includes non-industry positions. Other headings include: " Clinical Experience", " Undergraduate Research", "Projects"
- ☐ Internships included
- ☐ Jobs/internships listed in reverse chronological order (most recent first)
- ☐ Month and year started and ended (present if you are still working)
- ☐ City and state
- ☐ Job or internship title
- ☐ Major achievements and skills developed, displayed in bullet point format
- ☐ Action verb at the beginning of each bullet point, with each verb varied if possible. Bullet point formula: Action verb + task + outcome or purpose
- ☐ Action verbs are the proper tense. Current position = present tense Past position = past tense
- ☐ Numbers and metrics where appropriate ("which resulted in a 15% increase in sales)

Additional sections- list in order of relevance/importance

7. **Honors and Awards**
   - Name of each honor and award with little or no description
   - Scholarships

8. **Computer Skills**
   - Software and languages listed if relevant, beginning with those that not every other applicant will have

9. **Activities**
   - Name of organization and any leadership positions held
   - Leadership roles in bullet points
   - Limited description if just regular member

10. **Volunteer Experience**
   - Name of organization/limited description

11. **Foreign Languages**
   - Listed with descriptions "Fluent in…" "Working knowledge of…" or "Familiar with…"

12. **Study Abroad Experience**
   - Location, school and dates
   - Courses listed or described in bullet point format
   - Relevant projects described in bullet point format

Other Section Headers to Consider
Licenses, Certifications, Relevant Projects, Job Shadowing, Achievements, Professional Associations, Presentations, etc…

References
- Listed on a separate page or document from the Resume
- "References available upon request" NOT Included on resume