

# 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.

### Headline and/or Summary (optional)

- Should be specific to position or industry.
- Do not include if you are unsure of position employer has available.
- Click here to download the [Summary Checklist](#).

### 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.**