RESUME CHECKLIST

Format/Appeal
- Use a standard font (Arial/Times New Roman)
- Font size 10-12 pt.
- Margins are .5-1"
- Clear headers for each section
- All tabs line up/format is consistent throughout the document

Contact Information
- Name is bold, centered, and larger than other text on your resume (size 16-22 pt.)
- Phone number is linked to a professional voicemail
- Email address is business appropriate and hyperlink is removed
- Summary (if used) includes three to five bullets describing your skills/qualifications and is tailored to the job for which you're applying

Education
- Place college name in bold and write month/year of your graduation date (or expected graduation date).
- Write out degree name (not AAS or BS).
- Include GPA if above 3.0.
- List any study abroad experiences.

Related Experience
- List jobs in reverse chronological order (most recent first).
- Include any jobs, internships, and volunteer work.
- List name/city/state of the employer and the dates worked there.
- Use strong action verbs to describe your experiences.

Additional Sections
- Include any computer, technical, and language skills (bilingual).
- Include any certifications.
- Include any honors or awards.

Final Checkpoints
- Complete a spelling/grammar check.
- Ask another person to review your resume.
- Make sure to use present and past tense appropriately.
- Don't use "I" statements or pronouns.
- Do not include any information on references.
- Make an appointment with a Career Development Center staff member to go over your resume.