

# Resume Review Checklist

Review your resume to make sure it adheres to best practices and is ready for employers' eyes. Use the checklist below to critique your document before getting it reviewed by a Career Development Staff Member. The Career Development Center reviews resumes in the following ways:

- During Drop In Hours: Please check the Career Development Center website for the most up-to-date hours
- Through Handshake, upload your document to your account. Reviews take 1-2 business days

## CONTACT INFORMATION

- Name, should be the largest item on resume
- Address (Current and/or Home)
- Phone number, no need to label
- Professional e-mail, no need to label

## EDUCATION

- College or university currently attending, including city and state
- Year of anticipated Graduation; does not say "anticipated"
- Degree, always spell out formal name, including Major and Minor
- Honors – Dean's List, Scholarships, etc.
- GPA if >3.0
- Relevant Courses, optional depending on available room
- Thesis, Presentations and Publications, when applicable
- Study Abroad, when applicable
- High School, optional for Freshmen and Sophomores. Omit entirely for Juniors and Seniors

## EXPERIENCE

- Work Experience, Internships, and/or Volunteer Work
- Four parts: 1) Job Title, 2) Organization, 3) City & State, 4) Dates (month and year format)
- Bullet points start with action verb, followed by example and result.
- Bullet points describe skills and accomplishments
- Present tense for current experience and past tense for previous experience
- Bullet points are limited to 3-4 per employer or experience

## OPTIONAL SECTIONS

- No objective statement or hobbies section
- Each section has a heading that makes sense for the information included within it
- Sections relate to the position being applied to
- Skills: computer, foreign language and level of proficiency for each
- Skills: does not include personality traits or attributes

## RESUME FORMAT AND STYLE

- Reverse chronological order (start with most recent first) in each section
- More relevant sections are placed before less relevant sections
- One page (may not apply to alumni, graduate students with experience, and education majors)
- ½ to 1 inch margins
- 10-12 point type size (name should be larger than content)
- Simple, easy to read font
- Appropriate use of bolds, italics, all caps and underlining to emphasize key points
- Concise and relevant; information tailored to the position you are seeking
- Organized and consistent
- Honest and accurate
- Avoids word repetition, use of "I" or first person pronouns
- Does not include demographic information, a photo, or salary expectations
- Does not include references or the language "references available upon request"