RESUME CHECKLIST

Overall First Impression (Appearance)

	Looks professional, visually pleasing
	Margins are appropriate
	Ample white space
	Font size and type are appropriate
	No more than 2 fonts; used consistently
	Appropriate Length (1 page for undergrads)
	Logical page break location (if >1 page)
	Name and Page 2 on second page
	Not written in the first person
	Free of typos, spelling mistakes, and errors

You have 6 seconds to get a resume reviewer's attention

So, make sure your resume is _professional looking_!

Personal Information

|	
	First and last name (bold)
	Street address
	Phone number, including area code
	Email address (appears professional)
	Personal webpage URL (optional)
	LinkedIn URL (optional)

Sections

	Clear and consistent labeling
	Sequence to properly highlight credentials

Summary of Skills

	3-4 bullets summarizing main points
	Customize for position (use job description)
	Use key words scan software will detect

Education

	School name, and City, State where located
	Complete title of major(s) and minor(s)
	Date or anticipated date of graduation
	GPA (optional, include if > 3.0)
	List schools in reverse chronological order
	Relevant courses (Optional)
	High school not included

Work Experience

	Title of position held
	Full name of the company
	City and state where the company is located
	Dates the position held
	Dates listed: Month Year – Month Year
	End date is "Present" if currently held
	1-2 sentences for responsibilities (Optional)
	Responsibilities detailed and specific
	Accomplishments bulleted with action verbs
	Verbs present tense for current positions
	Verbs past tense for previous positions
	Achievements specific and quantified
	3-6 bullet points per work experience
	Target for specific position or career field
	Part time work and internships included
	Experiences in reverse chronological order

Honors & Activities (Optional)

	Academic, athletic, and performance awards
	Club or organization memberships
	Volunteer activities with dates
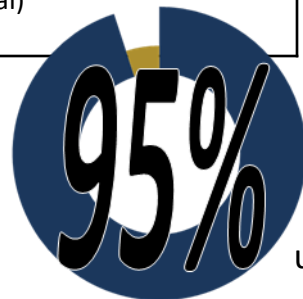
95% of large organizations use "Resume Robots"

So, make sure you use the right _key words_!