

RESUME CHECKLIST

PAGE IDENTIFIER - 11-12 PT. FONT

If more than one page, the document has a # identifier that has your Last Name then First Name and states it is page x of page y (y= total pages)

Main Headline

Name (22-24 pt. easily readable simple font, bold, capitalized)

City, State - no zip code or full address (10 pt. font)

A professional e-mail address...ex: HannahSmith2@gmail.com not
HannahBannanah2@gmail.com (10 pt. font)

Optional: a link to your portfolio (10 pt. font)

SUB SECTION: EDUCATION

(ALL SUBSECTION TITLES SAME FORMAT)

- 13 OR 14 PT. FONT)

Education listed least recent to most recent

Dates of education flushed to the right side, consistently formatted (Jan. or Jan or January stays same)

Education that is in progress is listed as such

GPA is listed if requested

Institution name, city and state, degree type (B.A., B.S.) and program type (Nursing, Aircraft Maintenance) is listed

Job History Sub Section

Same section format as education

Begins with most recent; ends with least recent jobs

Only includes maximum of 10-15 years old job experiences

Bullet points start with strong action verbs

Bullet points are strong and specific; written in a way that describes the task/responsibility at hand, the method you utilized to accomplish the task, AND the result (including any relevant metrics, ex: with a team of 7, in half the time, improving sales by 40%, etc.)

There are no periods at the end of each bullet point

There is no “I, me, my” included

Past tense is utilized for past roles; present for present roles

Sub Section: skills

Tangible (hard) skills are listed (i.e.) softwares, foreign languages spoken, programming languages, specific tools

Skills are listed in coordination with their level of proficiency (elementary, beginning, advanced, expert)

“Soft” skills are relayed in the job description, on cover letter, in trainings section, and in interview

- not in “skills” section generally

SUB SECTION: TRAININGS

(EX: CERTIFICATIONS, LICENSES, INDIVIDUAL TRAININGS)

Name of training and company is listed

Date completed is listed

Sub Section: Volunteer

Type of volunteer experience listed

Brief description of work

Date(s) completed are listed

Only significant experiences are included (more than a few hours/1 time)

sub section: publications

Includes title of publication and name of publisher

Includes date published

sub section: awards and honors

Includes title of honor or award

Includes a brief description of honor or award

Includes date awarded

Is relevant to the desired position

sub section: organization memberships

Includes name of organization

Includes date joined

Includes leadership title, if relevant

Only includes actively present organization membership, unless leadership title held

SUBSECTION: PROJECTS

(INCLUDING CLASS PROJECTS)

Name of project is included

Dates of project are listed

Brief description of project is included

sub section: conferences

Name of conference is listed

If presented at conference, name of presentation and date are included

OTHER SUB SECTION OPTIONS:

(INCLUDE DATES & LEADERSHIP TITLES)

Teams

Clubs

Campus Involvement, etc. etc.

overall formatting and consistency

Overall design has no columns

Overall design is clean and not overly complex

Dates have consistent formatting

Text formatting is consistent

Same font type is utilized throughout

Kept to two pages maximum

Subsections have consistent formatting

No objective statement is included unless extenuating circumstances; if so, is well written