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
- O 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

RESUME CHECKLIST

Includes date awarded

Is relevant to the desired position



SUB SECTION: TRAININGS SUB SECTION: ORGANIZATION (EX: CERTIFICATIONS, LICENSES, **MEMBERSHIPS** INDIVIDUAL TRAININGS) Includes name of organization () Name of training and company is listed Includes date joined Date completed is listed Includes leadership title, if relevant Only includes actively present SUB SECTION: VOLUNTEER organization membership, unless leadership title held Type of volunteer experience listed Brief description of work SUBSECTION: PROJECTS (INCLUDING CLASS PROJECTS) Date(s) completed are listed Only significant experiences are Name of project is included included (more than a few hours/1 Dates of project are listed time) Brief description of project is included SUB SECTION: PUBLICATIONS SUB SECTION: CONFERENCES Includes title of publication and name of publisher () Includes date published Name of conference is listed If presented at conference, name of SUB SECTION: AWARDS AND presentation and date are included HONORS OTHER SUB SECTION OPTIONS: Includes title of honor or award (INCLUDE DATES & LEADERSHIP TITLES) Includes a brief description of honor or award Teams

OVERALL FORMATTING AND CONSISTENCY

Clubs

Campus Involvement, etc. etc.

_	Overall design has no columns	\bigcirc	Same font type is utilized throughout
\bigcirc	Overall design is clean and not overly	\bigcirc	Kept to two pages maximum
	complex	\bigcirc	Subsections have consistent formatting
\bigcirc	Dates have consistent formatting	\bigcirc	No objective statement is included unless
\bigcirc	Text formatting is consistent		extenuating circumstances; if so, is well written