RESUME CHECKLIST

1. **Format**
   - ☐ Easy to scan
   - ☐ Concise (one page)
   - ☐ Half-inch to one-inch margins all the way around the page
   - ☐ 8.5 x 11 resume/bond paper
   - ☐ No colors or flashy font styles (font size can be 10-12 point)
   - ☐ No individual photographs
   - ☐ Looks professional

2. **Heading**
   - ☐ Name centered and largest text on the page (2-3 points larger than resume text
   - ☐ Current address on left, permanent address on right (centered if you only use one
   - ☐ Phone number and professional/school e-mail address
   - ☐ LinkedIn personalized URL (if you have a completed profile)

3. **Profile/Professional Summary**
   - ☐ Written in third person (without personal pronouns)
   - ☐ Includes information that serves as a highlight reel of skills and experiences as it pertains to the desired position and audience
   - ☐ No periods

4. **Education**
   - ☐ Only schools from which you received a degree or are currently attending
   - ☐ Graduate school listed first (if applicable)
   - ☐ Degree(s) spelled out- Ex: Bachelor of Arts in English
   - ☐ All majors, concentrations, and minors
   - ☐ Graduation month and year
   - ☐ Overall GPA if over 3.0
   - ☐ Dean's List recognition
   - ☐ Excludes high school information
   - ☐ Excludes previous college information unless you received a degree from that institution

5. **Relevant Course Work (optional)**
   - ☐ All courses relevant to the job (not just those in your major
   - ☐ Bullet format
   - ☐ No course number; name and subject of the course spelled out

6. **Experience**
   - ☐ Experience is separated by headings. Ex: Relevant Experience is directly related to the position. "Other Experience" or "Employment" includes non-industry positions. Other headings include: " Clinical Experience", " Undergraduate Research", "Projects"
   - ☐ Internships included
   - ☐ Jobs/internships listed in reverse chronological order (most recent first)
   - ☐ Month and year started and ended (present if you are still working)
   - ☐ City and state
   - ☐ Job or internship title
   - ☐ Major achievements and skills developed, displayed in bullet point format
   - ☐ Action verb at the beginning of each bullet point, with each verb varied if possible. Bullet point formula: Action verb + task + outcome or purpose
   - ☐ Action verbs are the proper tense. Current position = present tense Past position = past tense
   - ☐ Numbers and metrics where appropriate ("which resulted in a 15% increase in sales)

   Additional sections- list in order of relevance/importance

7. **Honors and Awards**
   - ☐ Name of each honor and award with little or no description
   - ☐ Scholarships

8. **Computer Skills**
   - ☐ Software and languages listed if relevant, beginning with those that not every other applicant will have

9. **Activities**
   - ☐ Name of organization and any leadership positions held
   - ☐ Leadership roles in bullet points
   - ☐ Limited description if just regular member

10. **Volunteer Experience**
    - ☐ Name of organization/limited description

11. **Foreign Languages**
    - ☐ Listed with descriptions "Fluent in…" "Working knowledge of…" or "Familiar with…"

12. **Study Abroad Experience**
    - ☐ Location, school and dates
    - ☐ Courses listed or described in bullet point format
    - ☐ Relevant projects described in bullet point format

Other Section Headers to Consider
Licenses, Certifications, Relevant Projects, Job Shadowing, Achievements, Professional Associations, Presentations, etc…

References
☐ Listed on a separate page or document from the Resume
☐ "References available upon request" NOT Included on resume