

Resume Checklist: *Your Resume Should Include...*

A Heading

- Heading name should be a slightly larger font to stand out.
- Can have 1 or 2 addresses (ex. school and permanent). Include: house number, street name, city, state, and zip.
- Telephone number including area code (make sure your voicemail is set up).
- Email address (that is 'professional' in nature & excluding hyperlink).

An Objective (optional)

- That helps the employer understand the specific position you are seeking and the skills that you have to offer the company (avoid using "either/or" statements; ex: finance or accounting).

An Education Section

- With the name of the university you are attending and the city and state (or country) which it is located.
- With the degree that you are working to obtain spelled out (No abbreviations!).
- With your minor (if applicable).
- With the month and year that you expect to graduate.
- Use GPA only if 3.5 or above, use 1 decimal point: 3.8 not 3.85 (optional).
- With any previously obtained degrees, universities attended, or study abroad programs but don't include high school (if applicable).
- Can include relevant coursework, project/conference info, or awards (optional).

A Work Experience Section(s)

- With the organization's name for each work experience listed.
- With your position title listed.
- With the dates (month and year only) listed.
- With the city and state (or country) in which each organization is located.
 - Note: street address and contact names should not be included
- With an action verb or phrase at the beginning of each bullet point describing the responsibilities or measurable results achieved within each role (no paragraphs).
 - Examples: evaluated, developed, managed, organized, promoted...
- With verbs written in the correct tense (past or present). If you are still working there use present tense. If you no longer work there use past tense.
- When possible include "how much," "how many," "how often" to highlight tasks.

A Skills Section (optional)

- Which includes computer experience, languages, certifications, special training, equipment, etc... relevant to position listed in the objective

A Volunteer Experience or Activities Sections (optional)

- Include position held, name of organization/group, city and state (or country), dates of involvement, and task performed or awards received.

Honors or Affiliations Sections (optional)

- Include the organization/group, city and state (or country), any awards received, and dates of involvement

Extra Notes

- *Your resume should not include:*
 - Spelling errors, contractions, abbreviations, or typos
 - Personal pronouns such as me, my, or I
 - Slang or trite expressions (ex. Working with people, hardworking, great communicator etc...)
 - Reference to race, religion, political preference, handicap/disability, etc...unless it has a direct bearing to the career objective
- *Your resume should be:*
 - 1 page long (2 at most) and easy to read (clear and concise).
 - Consistent format regarding things such as period usage by section, way dates are listed by section, matching font style, matching font size, margins, indentations, etc...
- “References Available Upon Request” should not be listed on the resume
 - If the employer has specifically requested references, list them on a separate page
 - Including that person’s name, title, address, phone number, email, and their relationship to you
 - Be sure to get their permission first!
- Remember that a resume is a means of relating skills, achievements, qualifications, personal qualities, and interests that will convey how you can benefit the prospective employers!

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