

Resume Checklist

General Tips

- 1 page is recommended, no longer than 2 pages.
- Do not use personal pronouns such as me, my, or I.
- Consistent in format; regarding things such as periods to end bullet points, how dates are listed, font style & size, margins, section headings, indentations, etc...
- Use bullet points to describe experiences, volunteer work, clubs, or sports.
- Use font size 10-12 for bullet points, 10-14 for section headings, & 18-30 for your name.
- Check for spelling errors, remove contractions, and remove abbreviations.
- Leave off your references or "References Available Upon Request".
- Do NOT use a template. They are difficult to edit and add to in the future.

Contact Info

- First and last name.
- Address: house number, street name, city, state, and zip code.
- Telephone number including area code (make sure your voicemail is set up).
- Email address (Use your TMU email or a personal professional email).

Objective or Summary (optional)

- 2-4 sentences long.
- 'I' statements are acceptable but not needed.
- Provide information on what type of work (FT, PT, or Intern) and field (HR, Accounting, Teaching, Nursing, Research Assistant, Analyst, or Counseling) you are interested in.
- Avoid using "either/or" statements (finance or accounting), be specific.

Education

- Name of your university (Thomas More University).
- Include its city and state (Crestview Hills, KY).
- List the degree you will obtain, not your major.
 - (Bachelor of Art in Business Administration or Bachelor of Science in Biology)
- List your minor or concentration (if applicable).
- Dates: Follow the below examples for how to provide your dates.
 - Underclassmen: August 2021 - Present
 - Upperclassmen: Expected Graduation: May 2026
 - Alumni: May 2018
- Listing your GPA is optional. Only list GPAs of 3.8 or above.
- Additional info: Relevant coursework or awards (Not scholarships).
- Include previously attended colleges. Include all the same information from above.
- Do not include your high school information!

Experience (Work, Internships, or Volunteer)

- Order experience from most recent to least recent, according to the end date.
- List the organization's name for each experience (do NOT include contact info).
- List the city and state (or country) of where you worked or list 'Remote'.
- Provide your job title.
- Include the dates you were involved with the organization (month and year).
- Start with an action verb or phrase at the beginning of each bullet point describing the responsibilities or measurable results achieved with each role, no paragraphs. (ex. evaluated, developed, managed, organized, and promoted...).
- Write verbs in the correct tense (past or present). If you are still working there use the present tense. If you no longer work there use the past tense.
- When possible include "how much", "how many", "how often".
- Be specific but concise. Use up the entire line.

A Skills Section (optional)

- Includes computer experiences, languages, certifications, special training, equipment, software, platforms etc...
- Information in this section should be relevant to the position you are applying for
- No 'soft skills' like: team player, detail-oriented, organized, leadership, communication, etc...

Additional Section Ideas (optional)

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

- Honor & Awards
- University Involvement
- Publications
- Collegiate Athletics
- Community Involvement
- Presentations

Student Name: _____

Date: _____

Reviewer Name: _____

Institute for Career Development and Graduate School Planning (ICG)

To schedule an individual appointment with the ICG Staff, go to [ThomasMore.JoinHandshake.com](https://thomasmore.joinhandshake.com). Log In with your MyTMU credentials. Click Career Center, then Appointments. Follow the prompts to schedule your appointment.



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Additional Career Resources: bit.ly/ICG_Resources