RESUME CHECKLIST

Overall Format:
- ☐ Full name (inclusion of middle and preferred names are optional) is at the top of the resume in 14-16 pt. font and bolded
- ☐ Address ("ST" =abbreviation of state), phone number, and e-mail address is current and correct
- ☐ E-mail address is professional and one used frequently
- ☐ Resume is well laid out (not too crowded and not too much white space)
- ☐ Resume is limited to one page and margins are "narrow" (min) to "normal" (max)
- ☐ Font throughout resume is 10-12 pt.; consistent and conservative (e.g., Times New Roman, Arial, Calibri)
- ☐ Headings are clear and consistent in format
- ☐ Dates are consistent in format (January 2017 – March 2017 vs. 1/2017 – 3/2017)
- ☐ Punctuation is consistent throughout the resume
- ☐ Spell out acronyms in the first instance of appearance on a resume
- ☐ Resume is free of spelling & grammar errors and free of pronouns (i.e., "I," "me," or "my")
- ☐ Resume is free of exaggerations, lies, or misrepresentations
- ☐ Resume is free of personally identifiable information (e.g., birth date, marital status, photograph)

Objective:
- ☐ Includes an objective statement that is specific and focused to the job applying for; may share specific points of why you are qualified
- ☐ Located immediately under resume header

Summary of Skills:
- ☐ Lists 3-5 skills relevant to job applying for (refer to job description, primary responsibilities, qualifications, etc.)
- ☐ Uses action verbs to describe/demonstrate skills; properly utilizes line space
- ☐ Lists all computer software, social media platforms, and/or languages relevant to the job applying for
- ☐ Indicates level of proficiency for each software, platform, and language

Related Coursework:
- ☐ Lists relevant courses taken that are applicable to the job applying for
- ☐ May include preceptorship or internship experience which consists of name of experience, where performed, city, state, and duties performed, and number of hours performed

Education:
- ☐ Includes entire degree name, major, institution, city and state of institution, and the expected month/year of degree completion
- ☐ Lists GPA if 3.0 or above
- ☐ Lists academic honors such as Dean's List, scholarships, etc. and includes context (e.g., number of semesters, criteria for selection, etc.)
- ☐ Only lists institutions where a degree was received (or in progress of completing)

Work Experience:
- ☐ Lists each experience in reverse chronological order (i.e., starting with the most recent job first)
- ☐ Includes position title, organization name, city and state, dates of employment
- ☐ Lists 2-3 bullet points that reflect measurable accomplishment statements for each experience listed or in paragraph form
- ☐ Begins each bullet point with a powerful action verb describing job duties
- ☐ Use present tense verbs to describe current experiences and past tense verbs for past experiences
- ☐ Includes only skills important or relevant to the type of opportunity desired
- ☐ Employer can quickly scan resume and find key words and action verbs to easily determine the scope, purpose, and outcomes of each experience

Awards, Certifications, Licensure:
- ☐ Lists technical certificates or licenses applicable to the job applying for
- ☐ Includes name of award, certificate, or license (include license #); organization received from; date received or expires

Volunteer, Organizations, Clubs:
- ☐ Includes leadership positions or other activities that demonstrate professional skills
- ☐ Uses the following format: title, organization name, city, state, from and to dates, and duties performed (optional if space is limited)

References:
- ☐ Category heading listed; uses bold style to show emphasis on person
- ☐ Listed on separate page; includes (minimum) 3 references; does not list family members
- ☐ Consistency in contact information (includes both phone number and email or only phone number or only email)

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