

Resume Checklist

1. PERSONAL INFORMATION

- First and last name
- Phone Number
- Email address
- Current location (city/state)
- Optional: links to a LinkedIn profile or professional portfolio
- This section should be at the top of your resume, your name should be the largest font on resume, and the information should be accurate

2. EDUCATION SECTION

- Include most relevant education experience (High School Diploma, GED, and/or Associates Degree)
- Include the location, name, graduation dates and/or anticipated graduation dates next to each
- You can include GPA, honors, or deans list if relevant

3. WORK EXPERIENCE

- Include up to five years of relevant work experience
- Each job should include: dates worked, location, and position title.
- Include 3-5 bullet points that describe each of your roles.
- Use the correct 'tenses' when discussing jobs in the past or present

4. SKILLS AND CERTIFICATIONS

- Include a bullet point list of relevant skills (3-9 skills)
- Include any certifications or relevant trainings
- Include any professional licenses (ex: real estate license)

5. VOLUNTEER EXPERIENCE

- Include up to five years of relevant volunteering experience
- Each experience should include: dates worked, location, and position title
- Include 3-5 bullet points that describe each of your roles

6. AWARDS AND ORGANIZATIONS

- Include up to 5 years of relevant leadership experience
- List academic related organizations you are a part of
- Include any awards or distinctions that are relevant

7. REVIEWING YOUR RESUME

- Double check formatting, grammar, and spelling
- Your resume should be 1-2 pages in length
- Make sure each section is in reverse chronological order (most recent to least recent)
- Schedule a resume review appointment with Career Services or attend our walk in hours on Thursdays from 10am-1pm