



Resume Checklist

Overall Appearance

- Makes an immediate favorable impression; easy to read.
- Looks appropriate for profession.
- Separates sections for easy reading.
- Makes efficient use of space.
- Appropriate use of bold, underlining, etc.
- Uses high quality paper.
- Clean and sharp reproduction.
- Not more than 2 pages in length.

Contact Information Section 1

- Is clearly presented at top of page.
- Includes permanent and/or temporary address.
- Includes telephone number(s).
- Includes e-mail address.

Professional Summary Section 2

- Is stated clearly and conveys purpose.
- Is reasonably short (2-3 lines).
- Is related to position applied.

Organization

- Presents strongest qualifications first.
- Presents layout consistently.
- Keeps related information together.

Content

- Supports and substantiates objective.
- Does not use full sentences (no I's).
- Free from grammatical, spelling, and punctuation errors.
- Makes every word count.

Education Section Section 3

- Includes degree(s), major and institution.
- Includes graduation date.
- GPA is included if over 3.0.
- Includes relevant coursework (no course numbers).

Experience Section Section 4

- Includes job title.
- States employer location (city, state).
- Includes dates for each experience.
- Listed in reverse chronological order.
- Uses concise phrases with action verbs.
- Stresses skills, accomplishments and results rather than duties.

Activities/Honors Section 5

- Shows well roundedness.
- Emphasizes leadership roles.

Optional sections include Laboratory/Research Skills, Research Experience, Volunteer Experience, Related Experience, Computer Skills, and References available upon request (make separate list with 3 references).