

Resume Checklist

Name: _____ Reviewed by: _____

Self-Review	Peer-Review	
Contact Information		
		Name, current mailing address (or at least your current city and state), phone number and professional email address.
		May include LinkedIn URL (if so, URL is customized).
Education		
		Indicates official names of degree (i.e., Bachelor of Science), expected graduation date (month/year), and major, minor, and or/ concentration spelled out.
		Includes full name of university and location (city, state), including any other post-secondary schools listed separately in reverse chronological order (most recent first). No high school.
		May include study abroad, relevant coursework, honors, or scholarships, if applicable.
		GPA is listed and reflects GPA as accurately reported from transcripts (include if 3.50 or better).
Experience		
		Category titles should be relevant to position applied for. Can use "Relevant Experience". Avoid "Work" as this does not signify the nature of the experience.
		Present most relevant experiences first within categories in reverse chronological order.
		Content can include relevant work experience, internships in field, volunteer/community involvement, student involvement, and course projects.
		Most relevant items for position are listed on top half of resume
		Sections showcase strengths while matching positions requirements.
		Includes official organization name (no abbreviations), title or position, location (city and state; city and country if outside of the U.S), and dates of involvement
		Bullet points start with action verb. Avoid using repetitive language. Use action verbs and specific examples to describe key accomplishments and contributions. Results should be measurable/quantified if possible.
Design, Presentation, Formatting		
		Resume design is consistent with professional practice (i.e., graphic design, accounting, etc.)
		Font size between 11pt and 12pt; is professional, readable and consistent.
		Length is one page. If two pages, second page is full with name and page number in top right-hand corner.
		Appropriately balances blank spaces and margins. Margins at least .5" all sides and no more than 1".
		Consistency throughout the resume including alignment, bolding, italics, how dates are listed etc.
		Number of returns or spaces between categories or items is consistent.
		Key points and skills are highlighted by the use of bold , <i>italics</i> , <u>underlining</u> or bullet points.
		Category heading separate content, and stand out from the text to make skills and qualities easier to find.
		Name stands out, it is larger than other content (within reason, generally 4-6 pts larger).
		Section headings are appropriate for the content within the sections.
Continued on back		

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Mechanics		
		Correct spelling, punctuation, grammar (verb tense, pronouns). Have your resume reviewed by another person, do not rely just on spell check or grammar to catch errors. Use correct verb tense - past experiences should begin with "...ed" (e.g., filed) and present should use "...ing" (e.g., filing).
		All words used are familiar to most people and clearly understood.
		All words that may be easily confused are used correctly - e.g., accept (to receive), except (to exclude); all right (is two words), alright (is NOT a word); affect (to bring about change), effect (the result); personal (private), personnel (staffing members); role (a character assigned or a function), roll (to revolve).
		Dates are consistent and words, if used, are capitalized - e.g., 11/2013, November 2013 or Fall 2013; "Present" follows start dates for any ongoing activities or experiences (not current). There are no commas between month and year as well as state and zip code.
		Avoid using personal pronouns (e.g., "I", "me" "my").
		Appropriate abbreviations are utilized (e.g., GPA is okay, month is not).
		Use of punctuation is consistent - i.e., if you use periods at the end of your phrases, then use them at the end of all phrases, exclamation points are not used.
		Numbers between one and nine are spelled out (ages of children can be in numerals); numerals are used for numbers 10 and above, except for adjacent numbers - e.g., twenty 10-year-old boys and girls.
Additional Sections		
		May include a profile/summary statement
		Skills/ Unique Qualifications: <ul style="list-style-type: none"> ● Certifications and licenses ● Publications ● Research projects ● Languages (indicate level of proficiency for each) ● Military service (indicate rank and assignment) ● Computer/programming (list languages, software, and level of proficiency for each).
		Not necessary to list references or state "References available upon request."
Additional Comments from Reviewer		