

Career Services

The University of Toledo

RESUME CHECKLIST

Demographics

- Use upper and lower case for name and address
- Spell out "Street", "Avenue", "Boulevard"
- Have you included your e-mail address?

Objective

- Is it specific? Does it include type of position, type of career field? (i.e. public relations specialist within the retail industry)
- Is it work-centered rather than self-centered? (i.e. Offer proven leadership, extensive writing experience and excellent problem-solving skills).

Education

- Is most recent degree listed first?
- Are all degrees, majors, minors, certifications included?
- Is University of Toledo spelled out, and are city and state included?
- Are month and year of graduation included?
- Is grade point average accurate? Include both overall and major GPA's.
- Is High School information omitted?

Accomplishments

- Are accomplishments specific and relevant?
- Are High School accomplishments omitted unless they are unique accomplishments?

Honors

- Are scholarships and honor societies spelled out?
- Did you include the date inducted?

Skills

- Are skills relevant to position? (i.e. computer skills are more relevant than typing skills)
- Is level of competency described with the skill? (i.e. Proficient, Familiar, Fluent, etc.)

Experience

- Have you categorized your experience into Relevant Experience and Additional or Other Experience?
- Is your most relevant experience listed first?
- Are position titles, name, city, and state of organization and dates employed included?
- Are descriptions of your experiences quantified? (i.e. trained 5 employees.)
- Is it action oriented? ("Drafted and organized" versus "Duties included: drafting and organizing".)
- Is it concise? Is redundancy avoided?

Activities/Memberships

- Are activities and memberships spelled out?
- Do activities demonstrate leadership, sociability, and/or interests?

Additional Information

- Is information relevant to your career objective?
- Does it add information or repeat it?
- Is it clear and concise?

Presentations/Conferences

- Did you include the name of topic or paper?
- Did you include name of conference, date, city and state?