

# Career Studio Resume Checklist

Focus Items		YES	NO
<b>Appearance and Formatting</b>	<b>First Impression:</b> visual appeal, consistent and balanced feel throughout. (Graphics can be used by certain majors: Graphic Design, Art....)		
	<b>Font:</b> standard and easy to read (ie- calibri, ariel, verdana, palatino), no smaller than 10 pt. with effective use of bold. NO underlining		
	<b>Length:</b> no more than 1 page (Soph and below) and at least 1 page (space used effectively)		
	<b>Margins:</b> balanced between .5" and 1" (narrow and normal)		
	<b>Printed (<i>only when needed</i>) :</b> quality resume paper, aligned with watermark, paper clipped not stapled		
	<b>Headers:</b> clear and easily identified sections		
	<b>Errors:</b> no misspellings, grammatical mistakes, typos		
	<b>Consistent:</b> formatting is consistent throughout, bullets are same style, dates are aligned on right margin		
	<b>Chronology:</b> entries are listed most recent first (reverse chronological order)		
	<b>Content:</b> high school listed only if very relevant or before winter break of sophomore year		
<b>Heading &amp; Body</b>	<b>Flow:</b> Information grouped in sections that are relevant to the job they are applying for		
	<b>Contact Information:</b> professional email and phone number (mailing address optional)		
	<b>Professional Statement / Branding Statement (Optional):</b> Tailored to individual's skills and desired position. ( Summary of Skills)		
	<b>Education:</b> official degree name (Bachelor of Arts or Bachelor of Science), expected or actual graduation date, GPA if above 3.0		
	<b>Experience:</b> includes job title, organization, location, starting and ending dates (month/year)		
	<b>Bullet Points:</b> begin with action verbs and communicate relevant knowledge, skills, and abilities, relevant, <u>quantify if possible</u> (action verb + how/why + results)		
	<b>Additional Sections:</b> volunteerism, certifications, involvement, leadership, related course work, skills, etc. if they reflect applicable transferable knowledge, skills, and abilities		
<b>References:</b> not included on resume			
<b>Refer for Follow up Resume Review with a Career Consultant</b>			