



RESUME CHECKLIST



Career Services

FOCUS ITEMS	DESCRIPTIONS	YES	NO
First Impression	Visual appeal, consistent and balanced feel throughout. (Graphics can be used by certain majors: Graphic Design, Art...)		
Font	Standard and easy to read (i.e., Calibri, Ariel, Verdana, Palatino), no smaller than 10 pt. with effective use of bold; NO underlining		
Length	No more than 1 page; (Soph and below) and at least 1 page (space used effectively)		
Margins	Balanced between 0.5" and 1" (narrow and normal)		
Printed	If needed, on quality resume paper, aligned with watermark; paper clipped not stapled		
Headers	Headers: Clear and easily identified sections		
Errors	No misspellings, grammatical mistakes, or typos		
Consistent	Formatting is consistent throughout, bullets are the same style, consistently bolding titles		
Chronology	Entries are listed most recent first (reverse chronological order)		
Content	High school listed only if very relevant or before winter break of sophomore year		
Flow	Information grouped in sections that are relevant to the job student is applying for		
Contact Information	Professional email and phone number (mailing address optional)		
Professional Statement	Tailored to individual's skills and desired position. (Summary of Skills) (Optional)		
Education	Official degree name (Bachelor of Arts or Bachelor of Science), expected or actual graduation date; GPA if above 3.0		
Experience	Includes job title, organization, location, starting and ending dates (month/year)		
Bullet Points	Begin with action verbs and communicate relevant knowledge, skills, and abilities; quantify if possible (action verb + how/why + results)		
Additional Sections	Volunteerism, certifications, involvement, leadership, related coursework, skills, etc. if they reflect applicable transferable knowledge, skills, and abilities		
References	Not included on the resume		
Need Help?	Refer for follow-up resume review with a career consultant		