

Resume Checklist

General Layout

- ___ 1. Use 12-font size letters for the body of the resume text, 14-font for your name.
- ___ 2. Use a Times Roman or Times New Roman font.
- ___ 3. Avoid underlining, *italics*, shading, and fancy graphics. They can interfere with electronic scanning.
- ___ 4. Bold each category heading (ex. **Career Objective**).
- ___ 5. When at all possible, give a specific number (quantify).
 - Delivered 11 business presentations
 - Supervised and scheduled a staff of 8 clerks
- ___ 6. Use medium size, round bullets to list information such as
 - Over 1000 customer contacts
- ___ 7. Do not reveal your GPA unless it is above or equal to a 3.0.
- ___ 8. Add computer skills, language skills, campus involvement, community involvement, awards and honors, presentations, projects, professional associations, relevant coursework, and academic accomplishments as possible categories.
- ___ 9. Center “References available upon request.” (no quotation marks) at the bottom of the page.
- ___ 10. List academic degrees and employment experience in reverse chronological order (most recent first).
- ___ 11. Avoid abbreviations if possible.
- ___ 12. Use resume paper in off white, and make sure you can read the watermark when you hold the paper up to a light.
- ___ 13. Use 1-inch margins at the top and bottom of page.

Career Objective

- ___ 14. Use a career objective to demonstrate focus on your part. Select information (accomplishments, experiences, certifications, affiliations) to support your career objective.

Education

- ___ 15. Do not list an Associate’s degree unless it adds a unique and competitive dimension to your credentials, otherwise just list Bachelor’s degree.
- ___ 16. Do not list high school degree.
- ___ 17. Relevant coursework should showcase advanced coursework, elective coursework, or coursework unique to your program. Do not waste space listing courses everyone in your field has completed. List courses that will give you a competitive edge.

Experience

- ___ 18. List volunteer work as professional experience, if the work is relevant to your career objective.
- ___ 19. Bold the job position or the company name. Choose the one that is more impressive and relevant to the Career Objective.
- ___ 20. Use action words to describe job responsibilities (ex. coordinated, performed, ...)