

# Resume Review Checklist

## Contact Information (✓ = Complete)

- ☐ Your name as you want to be referred to professionally (Jonathan Baker, Jon M. Baker, J. Michael Baker)
- ☐ Your name is 2-4 points larger than all other resume text
- ☐ Phone number with area code
- ☐ Email address (appropriate addresses only – an address that includes your name is best)
- ☐ LinkedIn profile link (optional)

## Objective OR Summary of Qualifications (✓ = Complete)

- ☐ Objective that clearly states your goal **OR**
- ☐ Summary of Qualifications that clearly states your goal and your qualifications **OR**
- ☐ Your goal is so obvious neither an objective nor a summary is necessary

## Education (✓ = Complete)

- ☐ Name of institution conferring degree
- ☐ Location (city, state) of each institution
- ☐ Degree or certification obtained/working toward
- ☐ Actual or anticipated graduation date
- ☐ Major(s)/minor(s)/area of concentration or emphasis
- ☐ GPA/Major GPA (optional unless required by employer, guideline: include if >3.0)
- ☐ GPA includes all decimal places (no rounding) and indicates 4.0 scale (3.46/4.0)
- ☐ Certifications and/or licenses related to career goal (optional)
- ☐ Honors and/or awards with context, if necessary (optional)
- ☐ Relevant coursework, projects, and/or thesis (optional)
- ☐ Study abroad experience, formatted as another educational institution (optional)
- ☐ High school only included as a first year or sophomore student (optional)

## Experience - Content (✓ = Complete)

- ☐ Each experience includes:
  - ☐ Job title
  - ☐ Organization name
  - ☐ Location of organization (e.g., City, State)
  - ☐ Date (e.g., month, year OR semester, year)
  - ☐ Bulleted action word statements with clear and concise descriptions of skills and accomplishments (only optional for less relevant experience when trying to save space)
- ☐ Other work experience is included that shows dependability, longevity, etc. (optional)

### **Experience - Format (✓ = Complete)**

- ☐ Experience section(s) is/are given a name that best reflects content (e.g., Leadership Experience, Volunteer Experience, Marketing Experience, etc.)
- ☐ Experience listed in reverse chronological order (most recent first) within each section
- ☐ Bulleted action word statements are listed in order of relevance to your objective
- ☐ Bullets begin with action verbs
- ☐ Action words are written in the present tense for current experiences and in the past tense for previous experiences
- ☐ Action words vary throughout resume
- ☐ Bullets with higher level and most relevant skills/accomplishments are listed first
- ☐ Separate experience sections are strategically used to highlight relevant skills/accomplishments

### **Additional Content (optional) (✓ = Complete)**

- ☐ Honors and/or awards are listed in their own section (typically includes three or more listings) or under the education section as appropriate (dates optional)
- ☐ Certifications and/or licenses are listed in their own section (typically includes three or more listings) or under the education section as appropriate (include date obtained)
- ☐ Activities are listed in their own section and include undertakings during college years (and beyond) at the university and outside of the university (dates optional)
- ☐ Languages and level of verbal and written proficiency listed in their own section, general skills section, or profile (e.g., native speaker, fluent, proficient, conversant, basic knowledge)
- ☐ Computer/Technical skills (e.g., software, hardware, social media) and level of proficiency listed in their own section, general skills section, or profile (e.g., beginner, intermediate, advanced)
- ☐ Interests are only included when relevant to objective

### **Overall Appearance (✓ = Complete)**

- ☐ Font size measures between 10 point and 12 point and any variations in font size are consistent throughout document and appropriately used for emphasis
- ☐ Sections are arranged to place most relevant information closest to the beginning of the resume

### **Grammar, Spelling, Typos (✓ = Complete)**

- ☐ No grammar errors
- ☐ No spelling errors
- ☐ No typos
- ☐ No personal pronouns (e.g., I, me, my, you, their, etc.)
- ☐ Periods are used sparingly or not at all (periods are unnecessary in bulleted action word statements, but may be used in an objective or summary of qualifications)