

Resume Checklist



DIRECTIONS: COMPLETE THIS CHECKLIST PRIOR TO UPLOADING YOUR RESUME TO HIRESMITH FOR REVIEW

Resume Element Checklist:

- ✓ Single page only
- ✓ Margins between .5" and 1"
- ✓ Font is 11 or 12 point (Cambria, New Times Roman, Arial or Calibri preferred)

Contains the following sections:

- ✓ Contact information is at the top of the page (see next page for an example)
- ✓ Education section follows immediately after contact information
- ✓ Work Experience (to include the following):
 - Listed with most recent work/internship experience first
 - Includes start/end dates (month/year)
 - Include city and state (do not include locations for on-campus activities)
 - Craft bullets that showcase responsibilities, skills, and accomplishments
 - Use correct tense (e.g., previous jobs have bullets that are written in past tense)
- ✓ Activities:
 - Student organizations; leadership roles; volunteer work; case competitions; athletics
- ✓ Skills:
 - Examples of skills could be Computer; Languages; Certifications



Do NOT include:

- ✗ Logo/ Artwork
- ✗ Page numbers
- ✗ Multiple addresses or phone numbers – choose the most relevant contact information
- ✗ GPAs under a 3.2
- ✗ Periods following bulleted text
- ✗ Separate section for soft skills (e.g., hard-working, detail oriented, works well individually and in groups)
- ✗ References
- ✗ Fancy fonts
- ✗ High school information in Education section (just include college, including UMD!)