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**Checklist for Uploading Resumes to Handshake**

* Consistent font size (not smaller than 11) and type used throughout resume
	+ Name at top should be font size 16 and bold
* All dates aligned far right and spelled out, preferably including months
	+ I.E. September 2015 –May 2016
* Education:
	+ Formal Degree Title spelled out: I.E. Bachelor of Science in Criminal Justice (not B.S.)
	+ Use Expected Date of Graduation (IE, expected May 2020), NOT attendance dates
	+ GPA included if over 3.0
* Employment/ Internship Experience /Leadership/Volunteer Work:
	+ Use Correct formatting, I.E:

**Company Name**, City, State

*Title*

* Don’t forget Dates (start and finish) for each
* Bullets use Action Verbs in Proper Tense
* Current Position – Present Tense
* Previous Positions – Past Tense
* Skills Section: Microsoft Office (Word, PowerPoint, Excel) and level of proficiency
* Languages: include even beginning or intermediate language skills (exclude section for English-only

speakers)

**Questions?**

Contact CPD@Mercy.edu or 914-674-7203