# RESUME WRITING CHECKLIST

**General Formatting:**

☐ Created without using a template

☐ Font is consistent, in an easy-to-read typeface (Georgia, Calibri, or Tahoma), and 10.5 pt. or larger

☐ Verb tense is consistent (present experiences in present tense, past experiences in past tense)

☐ One page (contingent upon industry and/or job level)

☐ Margins are no less than .5" and equally balanced to leave some room for white space

☐ Uses bold to highlight section headers and other important information

☐ Free from spelling and grammatical errors

☐ Information is accurate, up-to-date, and avoids redundancy

☐ Skimmable in less than 15 seconds

**Contact Information:**

☐ Includes name, email, and phone number

☐ Voicemail message and email address are professional and checked often

**Education:**

☐ Includes school, location (city, state), degree, and graduation date (month & year)

☐ Most recent education is listed first; high school omitted after first year of college

**Experience (**both paid and unpaid):

☐ Includes job title, company/organization, location (city, state), and dates

☐ Uses short bulleted statements to tell the reader **W**hat you did, **H**ow you did it, and the **O**utcome (WHO)

☐ Bullet points start with an **action verb**, demonstrating skill such as problem solving, teamwork, time management, good communication, etc.

☐ Free of vague language (various, much, many) and acronyms

☐ Incorporates numbers whenever possible that indicate how much, how many, or what percentage

☐ Exhibits a variety of experiences when appropriate, including jobs, internships, capstone/course projects, volunteer work, club leadership, study abroad/away, research, or service-learning

**Activities/Leadership:**

☐ Includes organization, role/position, and dates involved

☐ Highlights activities showing well-roundedness (teamwork, artistic value, creativity, leadership, interests) and leadership

**Skills/Certifications:** (Computer/technical, language, special training, etc.)

☐ Includes your level of skill: proficient, basic knowledge, training

☐ Avoids listing soft-skills that cannot be easily measured (i.e. good communication skills)

**Honors/Awards** (optional)**:**

☐ Includes professional or academic awards, scholarships, and other special honors received

**References:**

☐ Avoids using the statement "Available upon Request"

☐ A reference page, listing three to five references (faculty, supervisor, mentor, etc.), is ready to go if requested