

## UNDERGRADUATE RESUME CHECKLIST

- Your margins are at least 0.65" on all sides**
- Your font size is at least 10pt**
- You have closely examined your contact information for typos**
- Your section headers are all spelled correctly**  
(Spellcheck does not automatically check words in ALL CAPS.)
- Your first section is "Education"**
- You have provided your degree**  
(“Candidate for Bachelor of Arts” or “Candidate for Master of Science in Engineering,” for example.)
- Your GPA, if > 3.00, is listed exactly as it appears in PennInTouch**  
(You must list all 3 digits. You may include your major/concentration GPA in addition to your cumulative if you list # of courses.)
- When applicable, you have listed relevant coursework, providing specific course names instead of numbers**
- You’ve targeted your audience in your “Experience” sections when applicable**  
(“Research Experience,” “Marketing Experience,” or “Leadership and Extracurricular Experience,” for example.)
- You have included cities and states for each experience in all sections, and formatted them consistently**  
(Make sure locations are listed in the same place for each experience in every section, and use two-letter state abbreviations.)
- All your experiences have dates – including months or seasons – and are formatted consistently**  
(Be especially mindful of alignment, spacing, how you abbreviate months, and dashes: – versus -.)
- Your experiences are listed in reverse-chronological order (most recent at the top of each section)**
- You begin all phrases with precise, active resume verbs and omit all passive phrasing**
- There is a dedicated section for skills, and you’ve listed relevant technical skills including foreign languages**
- You have provided some specific interests, if appropriate**
- A friend, family member, or someone in Career Services has looked over your document, scanning for typos**