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)

☐ You have double checked each section for consistent formatting

☐ Your first section is "Education"

☐ You have included your degree
 (i.e. "Candidate for Bachelor of Arts", etc.)

☐ Your GPA, if > 3.00, is listed as it appears in Path@Penn
(You must list all 3 digits)

☐ When applicable, you have listed relevant coursework
(Provide specific course names instead of numbers)

☐ You've targeted your audience in your "Experience" sections when applicable
(i.e. "Research Experience," "Marketing Experience," "Leadership & Extracurriculars," etc.)

☐ You included cities & states for each experience in all sections
 (Make sure locations are formatted consistently and listed in the same place for each experience in every section, and use two-letter state abbreviations)

☐ All your experiences have dates and are formatted consistently
 (Consistent alignment, spacing, how you write or abbreviate months, dashes: – versus -)

☐ Your experiences are in reverse-chronological order (most recent at the top)

☐ You begin all phrases with strong, active verbs and omit all passive phrasing

☐ There is a dedicated section for skills, and you've listed relevant technical skills including languages

☐ Someone in Career Services, a Penn professor/staff member, alumni, friend, or family member has looked over your document, scanning for typos