RESUME CHECKLIST

OVERALL FORMAT

- ☐ Concise (~ 1 page), consistent, easy to scan
- ☐ ½" – 1" margins all the way around the page
- ☐ Created in Word or Google Sheets
- ☐ Font size is 10-12 points (except headers)
- ☐ Looks professional and aesthetically pleasing.
- ☐ No pictures, text boxes or flashy fonts included.

RESUME CONTENT

HEADING

- ☐ Name is largest text on the page (font size 18-24)
- ☐ Does NOT include mailing address (just city, state)
- ☐ Includes phone number and personal or school email
- ☐ Includes LinkedIn personalized URL (if complete and updated frequently)

Example

YOUR NAME

828-650-1234 | sample@gmail.com | linkedin.com/sample

HIGHLIGHT OF QUALIFICATIONS

- ☐ Uses keywords from job posting and addresses qualifications, summarizing detailed information

Optional Additions

- ☐ ***Technical Skills:*** List technical skills specific to your field/desired job (such as software used, programming languages, statistical software, laboratory techniques, etc.)
- ☐ ***Languages:*** Include description: "Fluent in…" "Working knowledge of…" or "Familiar with…"

Example

KEY QUALIFICATIONS

- Passionate advocate with BA in Psychology and demonstrated commitment to youth welfare.
- Knowledge of structural inequities gained through coursework and experience as a Client Support Intern.
- Bilingual in English and Spanish with well-developed intercultural communication skills.
- Excellent multitasking and problem-solving skills honed through customer service experience.

EDUCATION

- ☐ Include schools currently attending or completed degrees (No high school after first year of BC)
- ☐ Graduate school listed first (if applicable)
- ☐ Degree(s) spelled out (not abbreviated) and all majors, concentrations, and minors included
- ☐ Graduation month and year (with "expected" or "anticipated" for those not complete)
- ☐ GPA—*ONLY* if over 3.0

Optional Additions:
- ☐ ***Relevant Coursework***: List <u>all</u> courses relevant to the job with name and subject spelled out
- ☐ ***Study Abroad:*** Location, school/program name, dates included. If relevant to desired job, course(s) and projects listed or described in bullet point format.
- ☐ ***Honors & Awards:*** List name of each honor/award (including Dean's List)

Example

EDUCATION

Bachelor of Arts in Psychology, Minor: Education
Brevard College | Brevard, NC | Expected Graduation: May 20XX

    Relevant Coursework: Abnormal Psychology | Research Methods | Life-Span Development | Differentiated Instruction | Facilitation of Learning | Social Psychology

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EXPERIENCE *jobs, internships, research, volunteering, campus/community involvement & leadership*

- ☐ Consider creating a "Relevant Experience" section followed by an "Additional Experience" section.
- ☐ Jobs/Internships listed in reverse chronological order (most recent first) within each header
- ☐ Job or Internship title + company/organization, followed by city and state
- ☐ Month and year started and ended ("present" if you're still working there)
- ☐ Achievements & skills developed, using bullet point format. *What did I do?*
- ☐ Action verb at the beginning of each statement, using a variety of verbs, if possible.
- ☐ Numbers and metrics where appropriate *Ex: "which resulted in a 10% increase in membership"*

Example

RELEVANT EXPERIENCE

Client Support Intern
SAFE | Brevard, NC   October 20XX- May 20XX
- Facilitated group discussions with 10-15 children, about difficult issues with sensitivity.
- Collaborated with staff to plan educational and engaging activities children 9-15.
- Networked effectively at fundraiser gatherings to raise awareness and increase donations.

ADDITIONAL WORK EXPERIENCE

Sales Consultant
Belk Department Store | Brevard, NC   October 20XX-April 20XX
- Addressed customer complaints positively, using strong customer service skills.
- Awarded "Employee of the Month" two times for outstanding teamwork and work ethic.

OTHER POSSIBLE INFORMATION TO INCLUDE

- Licenses & Certifications
- Relevant Projects
- Community Involvement
- Professional Associations & Affiliations

- Publications & Presentations
- Job Shadowing
- Athletic Involvement
- Specialized Skills

Depending on how much you want to emphasize this content, it could be listed as a separate section or incorporated into one of your existing resume sections.

REFERENCES

- ☐ NOT INCLUDED on resume (and "references available upon request NOT listed on resume)
- ☐ Listed on a separate document from the resume