

CHECKLIST FOR WRITING YOUR RESUME

Organization

- _____ Your name (in caps), address, telephone number, and e-mail are placed at the top of the first page.
- _____ Your name and the page number are on each additional page, if the resume is more than one page in length.
- _____ Your Education section follows your objective and contact section.
- _____ Your resume is written for the reader with the most relevant information first.
- _____ The dates are located on the right side of the page.

Objective Statement.

- _____ Your objective stated the position/field/graduate program you are applying for, the name of the employer/college and the skills you bring to the employer.
- _____ The skills you wrote in your objective are skills that the employer/graduate program is looking for.

Education Section

- _____ Your highest degree is listed first.
- _____ You have listed your education in the following order: degree, name of college, city, state, and date received or attended.
- _____ You have listed your G.P.A. , if it is a 3.0 or higher.
- _____ You have listed your major(s) and minor(s).
- _____ If you have information that you can list in the education sub-categories (certifications, honors, specializations, special programs/training, and *relevant courses), this information is included on your resume. (*Relevant courses are those courses relevant to the position/graduate program).

Experience Section

- _____ There is a title, employer, city, state and date for all experiences.
- _____ You included every significant factor that reflects the contributions you have made to your experience environment.
- _____ The content of the resume, wherever possible: emphasizes results produced, interesting problems overcome, significant achievements, technology utilized and is quantified to express range and depth.
- _____ The bullets you write answer what you did, how you did it, who you did it with or for, why you did it and the outcome of your efforts.
- _____ All negative information (criminal records, divorce, fired, medical problems) is left off the resume.
- _____ All illegal to ask data (*pictures, age, sex, race, marital status) is excluded from the resume. (*Some industry related exceptions exist).

Other Sections

- _____ You included other sections (Skills, Volunteer Service, Honors, Professional Development, Creative Works, Research, References, etc.) that are important to the reader.
- _____ If you held a leadership role, you have included the office held, the dates and significant activities.
- _____ Reference section includes how to get information from the reference writers (name, title, address, email, and phone number).

Writing Style

- _____ The spelling, grammar and punctuation are correct.
- _____ Experiences/skills are written as bullets in short, concise past tense action verb statements such as “directed”, “supervised”, “wrote”, “developed”, “planned”, “produced”, “achieved”, etc.
- _____ “I”, “me” and other pronouns are omitted.
- _____ You used keywords that are common in your field of interest.

Appearance and Format

- _____ The use of indentation, margins, underlining, capitalization, bulleting, date, location, and spacing are **consistent**.
- _____ The print is sharp and clean and the paper is spotless.
- _____ Used an attractive business style that will fax/copy well.
- _____ The type (size and style) is easy to read and no smaller than an 10 point font.
- _____ The copy is neatly centered and nicely balanced on the page.
- _____ There is adequate margins and good spacing between the paragraphs/sections.
- _____ The section headings stand out.
- _____ Don't leave a single word or date on a line by itself when writing experience descriptions.
- _____ Bold, italics, capital letters, and underlining are used to make important information stand out.
- _____ A high quality grade bond paper (25% cotton fiber) no larger than 8 1/2 x 11 is used when resume is printed.
- _____ You used a light colored paper that will reproduce well.
- _____ If two pages, the pages are **not** stapled together and your name is on the second page.
- _____ If two pages, the writing goes at least ½ way down the second page. (Otherwise reformat or rewrite the first page)

Final Check

- _____ The resume is an attractive, interesting, quick-reading, factual account that reflects your experiences, education and personal assets and qualifies you for a specific position.
- _____ You have had others read your resume and relate to you what they have learned about you.