**RESUME REVIEW CHECKLIST**

**Formatting**

* Margins are consistent throughout the resume (.5” to 1”).
* Font size is between 10 and 11 points for the resume body; font is easy to read (Calibri or Arial).
* Bullet points are aligned, and bullet point punctuation (periods vs. no periods) is consistent throughout the resume.
* Locations are written consistently throughout resume: City, State.
* Dates are written consistently throughout the resume (9/19–9/20) or (September 2019–September 2020).
* Section headers are listed in order of relevance/importance (Education, Skills, Projects, etc.).
* Information within each section is listed in reverse chronological order.
* Resume should not contain first-person pronouns (I, me, or my).
* ATS friendly: no icons, images, graphics, tables, columns, headers, footers, or stylized or tiered bullet points.

**Contact Information**

* First and last name, cell phone number, email, LinkedIn profile, and personal website (if applicable) are located at the top of the resume.
* LinkedIn profile and personal website include hyperlinks.

**Professional Summary**

* 3–5 sentences communicating relevant or translatable skills/experience to help the employer/audience understand what is valuable about your background.

**Education**

* Institution name(s) is/are included.
* Name of certificate and expected completion date (Month Year) are included.
* Additional educational experiences, such as degrees or coursework toward degrees, are included.
* Coursework included is relevant to the job or position being pursued.

**Skills**

* Skills are categorized, qualified based on skill level (if necessary), and technical in nature.

**Certifications**

* Name of certification and month and year conferred (or expected to be conferred) are included.
* Certifications are included in the appropriate section (Skill or Education).

**Project Experience**

* Project entries contain titles, name(s) of institution(s) or independent project(s), and associated dates.
* Bullet points contain the action taken and technical skills utilized to produce an outcome or result.

**Professional Experience**

* Professional experience entries contain the names of employers, job titles, locations of employment, and duration of employment (if applicable).
* Bullet points are written to reflect the action taken, skills utilized, and associated result, outcome, or impact.
* Bullet points reflect correct verb tense: past tense for previous experiences and present tense for current work.
* Bullet points highlight transferable skills that can be applied in a new position.
* Bullet points highlight work with technology, technology projects, or initiatives (if applicable).
* Bullet points are written to highlight key accomplishments from industry-related tasks.
* Maximum of 6 bullets per position.

**Additional Experience Sections**

* Additional experience sections, such as Awards, Conferences, Volunteering, Publications, etc., are relevant and timely and align with intended career goals.