Resume Checklist

A resume is a crucial tool that summarizes an individual's skills, experience, and qualifications, providing a concise snapshot of your professional background and enabling employers to assess your fit for a job. An excellent resume is not likely to "win" you the job, but it will lose you the job. To prepare, we recommend:

- Update your resume by following the Resume Basics and Resume Pro-Tips in Canvas
- Use this checklist to ensure that your resume satisfies each of the points below
- Request and incorporate feedback from others: ask a peer, your Mentor, or use ChatGPT

Resume Checklist

- ☐ Resume is no more than one page in length
- ☐ Resume includes name and contact information (email and phone)
- ☐ Email address is professional
- ☐ Resume includes LinkedIn, GitHub and/or other hyperlinks to professional portfolio
- ☐ Education section includes university, location, and full degree name
- ☐ Education section includes expected graduation date
- ☐ Education section includes GPA (if above 3.5)
- ☐ If including coursework, coursework is customized to be relevant to the position
- ☐ Education or skills includes eCornell Machine Learning certificate and completion date
- ☐ Professional experience includes prior relevant work experience and position
- ☐ Professional experience includes current AI Studio project and description
- ☐ Project work is included as an additional section on the resume
- ☐ Professional and project experiences are listed in reverse chronological order
- ☐ All bullets begin with strong action verb
- ☐ Bullets include both qualitative AND quantitative details
- ☐ Descriptions focus on what you did and how versus a product description
- ☐ Projects include a link to project repo and README files
- ☐ Resume is consistently formatted (e.g. margins, headers, font size, etc.)
- ☐ Resume is free from any grammatical errors
- ☐ Overall resume is customized and relevant to the position of interest