# Galvanize Resume Checklist

## Overall

* + Action-oriented (starts with a verb) and specific accomplishment statements that include quantitative details/proof/results when possible
  + All content is relevant to the job search

## Resume is aesthetically pleasing

* + One page in length (unless given permission by Career Services team to go over)
  + One font color
  + Standard margins
  + 12 pt. font; classic, readable typeface
  + Experience and education entries in reverse-chronological order
  + Uses consistent formatting (dates, fonts, punctuation, etc.); perfect spelling, grammar, and punctuation
  + File naming convention (lastname-firstname-resume-position)

## Header section is at the top of resume and includes

* + First and last name
  + City and state
  + Phone number
  + Email address
  + Hyperlinked GitHub URL
  + Hyperlinked URL to your LinkedIn profile/personal website
  + Summary (Optional)

## Skills section includes

* + Technical skills ordered according to proficiency
  + Does not include skills that are non-technical, common, or irrelevant to the job that they’re interested in

## Experience section includes

* + Job title
  + Name of the company; city and state of position
  + Dates employed

## Education section includes

* + Galvanize as an entry in education section, per the below format
  + School name; city and state in which the school was/is located
  + Dates attended
  + Type of degree (if applicable); degree in abbreviation (B.S., M.B.A., J.D.); major (if applicable)

## Project section or entries include

* + Project title
  + Project URL
  + Project description (app. 10 words)
  + Technologies used in the project
  + Individual role/contribution to the project (if applicable)