Udacity Resume Checklist

U = Optional Udaciousness
(Link to associated [Resume rubric](#))

General

❏ My resume fits on one page. (Caveat: if you have more than 10 years of **applicable** work history, two pages is usually acceptable; check the employer's requirements)
❏ I've exported my resume to a pdf.
❏ The information at the top of my resume includes: My full name, contact information (phone number and email), LinkedIn profile and Github profile.
❏ **U** My resume includes a link to my professional twitter account, professional blog or online portfolio.
❏ All of my links are hyperlinked so that anyone viewing my resume digitally can easily get to other materials.
❏ I have checked spelling and grammar in my resume with the help of a spellchecker.
❏ My resume does not include: Age, gender, marital status, photo, an objective statement or an offer to provide references.
❏ My resume avoids language or acronyms that are unknown to employers; if I must use this language I have explained it.
❏ I have not put language or wording that is negative about myself, co-workers or employers in my resume.

Resume Sections

❏ The ordering of my sub sections matches a standard order such as Name, Contact Information, Links, Skills, Projects, Relevant Experience, Education.
❏ Within my subsections, the contents are listed in reverse-chronological order.

Skills

❏ I've Included difficult to master and **relevant** technologies, such as programming languages, frameworks, IDEs, version control systems, databases, operating systems, image/video/audio editing software.

❏ If I am far more comfortable with using some of my skills than others, I've noted my competency with each skill so that interviewers can gauge what I am most conversant about.

Projects

❏ I've considered and added the most relevant projects, including work projects, classroom projects, team projects, and projects I've done in my freetime or for fun.

❏ I've included the various technologies I used to create my projects in the bullet points/description for the project, so that these projects act as proof of my fluency with the technologies listed in my skills.

❏ ⊔I've highlighted open source contributions I've made.

Relevant Experience

❏ Each of my experiences contains the company or organization I worked for, the title or capacity in which I worked for them, my start and stop date (with the month and year), and the location.

❏ I've included relevant experiences I might have not gotten paid for if they are relevant.

❏ I've included part-time experiences and internships.

❏ I haven't explicitly mentioned if work is part-time or unpaid.

Education

❏ If applicable, my college and major are listed, as well as any honors.

❏ My Nanodegree is included.

❏ If this is my first job out of college or if I had a 4.0 (or close to that), my GPA is listed. Otherwise it is not.

❏ ⊔I have listed a small number of courses I've taken that are directly applicable to the jobs I'm applying for.

❏ ⊔If I attended a prestigious institution, I have moved my education section to the top of the resume.

Other Categories

❏ ⊔I've included related awards, publications and/or recent presentations.

❏ ⊔If I include academic publications and honors, they are formatted correctly.

Interests or Hobbies

❏ Depending on the type of company I'm applying for and their culture, I've included a short section listing out additional interests and hobbies that individualize me.

Bullet points

❏ I've included no more than 3-4 bullet points for an experience and no sub bullet points.

❏ All bullet points start with varied action verbs (such as: Achieved, Improved, Trained/Mentored, Managed, Created, Influenced, Increased/Decreased, Negotiated, Launched)

❏ My bullet points are in correct tense : past for previous experiences, current for an on-going experience.

❏ Each bullet point is about how I specifically benefited my company or cause.

❏ For each bullet point I've provided as much concrete, numerical evidence as possible, such as projects completed, money made, percentage of increase or decrease or people managed.

❏ My bullet points are no longer than one sentence and the sentence does not extend over a line and a half.

Targeted

❏ I've double checked that all of the content I've included is relevant to the job I am looking for, either in that it displays specific technical skills, important soft skills or a cultural fit to the company or field.

Switching Careers

❏ If I am starting or switching careers, I have a short, 2-3 sentence career summary explaining my reasoning and summarizing evidence of my legitimate interest and ability to enter my new field.

Generic Resume for Field

❏ I have read the list of keywords to my field, identified which ones I exemplify and incorporated them into the appropriate sections.

Targeted Resume for Specific Job

❏ I have researched the company by at least reading the job summary and the company's about and jobs page.

❏ I have highlighted a variety of key skills, traits and responsibilities specific to the job and I've identified which of these

key skills and traits I have.

❏ I have made sure that I have proven in my resume that I have these skills and traits.

❏ I have picked experiences that prove I can be successful at the job's responsibilities.

Visual Style

❏ My text is all aligned together along a left or right axis.

❏ For work experience, the company name and my title are visually highlighted.

❏ For projects, the project name and my role are visually highlighted.

❏ My content is optimized to best use horizontal space; lists where each item is short (such as one word) are condensed to be on a single line.

❏ My section headings are visually different than the rest of the text.

❏ My name is at the top of the page and larger than the rest of the text.

❏ The formatting of my sections is consistent; bullet points, section headings, work history information is consistent across size, text, color and style.

❏ UI've given the styling of my name and basic information a personal flair without compromising the professional look of my resume.

Review

❏ I am prepared to answer questions in an interview about any part of my resume.

❏ I have not listed technologies, processes, concepts that I am not fluent in, lied, or otherwise twisted the truth on my resume.

❏ I have shown my resume to three other people (preferably professionals) for feedback.

❏ I have not undersold myself and realize that I have Udacious skills and experiences that make me a great candidate.

Feel like your background doesn't match these recommendations? We're happy to give advice; email career-support@udacity.com