

Checklist: Resume - Entry Level

Targeted for Profession

- ☐ My resume is targeted to a specific job. (General resumes tend to not be effective).
- ☐ My resume includes keywords, experiences, and skills specific to the job.
- ☐ I include experiences that showcase successes with my job responsibilities.
- ☐ *(Optional)* If my past experiences are not related to the job field, I include an objective statement.
 - ☐ My objective statement is 1-2 sentences.
 - ☐ My objective statement explains how my past experiences support my new career path.

General

- ☐ My resume fits on one page.
- ☐ My resume is in PDF format.
- ☐ The links in my resume are hyperlinked.
- ☐ My resume uses one of the following standard orders:
 - ☐ Heading, Skills, Projects, Experience, Education
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- ☐ The spelling and grammar in my resume are correct.
- ☐ My resume does not include: age, gender, marital status, photo, or mention of references.
- ☐ My resume does not include negative language.
- ☐ My resume does not indicate that I am seeking a job. (This may be extraneous or redundant information).
- ☐ I align all of the text in my resume to left and/or right axis.
- ☐ The company name and title are emphasized/distinct in my resume.
- ☐ The content in my resume is optimized for horizontal space. My resume uses space well for a reader reading from top to bottom.
- ☐ I condense lists of single words to the same line.
- ☐ The section headings in my resume are distinct from other text.
- ☐ My name is at the top of the page and is larger than other text on my resume.
- ☐ My resume formatting is consistent throughout - from section headers to bullet point alignment.

Heading

- ☐ My resume heading includes: my full name, phone number, email and location.
- ☐ I include links to my LinkedIn, GitHub and/or personal website. If relevant, I also include links to my professional Twitter or other social media accounts.

Education

- ☐ I include my Nanodegree program in this section, even if currently incomplete.
- ☐ I include any college, including major or courses.

- ☐ If applicable, I include relevant courses (from university, community college, online, etc.) in this section of my resume.

Skills

- ☐ I list relevant and challenging technologies. These include: programming languages, frameworks, version control systems, databases, operating systems, image/video/audio editing software, etc.
- ☐ (*Optional*) If my resume displays a wide range of skills, I note which skills are of particular expertise.

Projects

- ☐ I list only the most relevant projects on my resume. (These projects can include my personal, academic or work projects).
- ☐ I only include about 2-3 projects.
- ☐ I use a maximum 2-3 bullet points per project.
 - ☐ At least 1 of these bullet point demonstrates an individual contribution.
 - ☐ At least 1 of these bullet point communicates a project result (success metrics, findings).

Experience

- ☐ For each experience listed in this section, I note the company/organization, the title of role, start and end date (month & year), and location.
- ☐ (*If applicable*) I include unpaid or part-time work, but omitted the words “part-time” and “unpaid” to prevent bias.
- ☐ I use a maximum 3-4 bullet points for each experience listed.
- ☐ I did not use sub-bullet points.
- ☐ My bullet point statements start with action verbs.
- ☐ I use the correct tense in bullet point statements: past tense for previous experience, current tense for ongoing experience.
- ☐ Within each job listing, I include:
 - ☐ At least 1 bullet point that communicates how I benefited company or cause.
 - ☐ At least 1 bullet point that provides concrete, numerical evidence such as projects completed, money made, people managed, accomplishments (eg. % increase).
- ☐ My bullet point statements are one sentence maximum, and are not longer than one and a half lines.