

ATLAS SCHOOL RESUME CHECKLIST

General Format

YES

NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the resume one page if less than 2 years of industry experience? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the first and last name at the top of the page in bold? Are phone number and email easy to read? Are LinkedIn and Github added? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the education section follow directly after the contact information? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is formatting (bold, font, bullet sizes,) consistent throughout the resume? Are the headings and statements evenly spaced? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are verbs tenses present tense for current experiences; past for previous experiences? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there approximately 1 -4 statements in bullet format under the Related Experience section? |

Content

YES

NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | If included, does the Professional Summary clearly state industry, position and 2 - 3 skill sets? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the resume include the required section headings including Education, Experience, Technical Skills, and Projects? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the Education section state official program name, degree type, and graduation date? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the bulleted descriptions demonstrate major accomplishments rather than routine tasks/duties and are they quantifiable when possible? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the bulleted descriptions start with strong action verbs and demonstrate the use of key skills? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the resume free of personal pronouns? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the resume completely free of grammatical, spelling, punctuation, and abbreviation errors? |