****

**Resume Checklist** Use this document to prepare and review your resume. If you can check off each of these items – you have created a strong resume! For help you can access CareerX resources at nuonline.neu.edu or attend an upcoming resume workshop - <http://www.cps.neu.edu/student-resources/career-resources-workshops.php>

|  |  |
| --- | --- |
| Format, Visual Appeal, & Organization | * Must be 1 full page; 2 full pages if you have a lot of experience * Approximately 80:20 text to white space ratio using ½-1” margins and spacing in between sections and experiences * Font is consistent and easily-readable (e.g. Times New Roman, Arial, Helvetica, Calibri) * Font size is 10-12 point * Uses **bold**, CAPS, and/or *italics* to differentiate text * Consistent use of sizing, bullet points, and styles (e.g. capital letters, punctuation, bolding, italics, etc) * NO grammar or spelling errors * Has at least four clear sections including a **Header**, **Education**, **Experience**, and **Skills** (May also include other Sections. See Section details below.) * Right side of the page is used to list locations and dates * Alignments and indents are neat and consistent * Items within sections are in reverse chronological order (most recent first) unless other reasoning is used |
| Header | * Contains name, which is the largest text on the page * Contains contact information including phone and professional/school email address * May include link to LinkedIn profile and/or online portfolio or website * DOES NOT include photo, birth date, gender, social security number or other personal information |
| Education Section | * Includes only postsecondary education * Includes degree/program currently in progress * Lists full name of institution(s) along with location * Lists degree(s) along with graduation date (or anticipated graduation date) * Minor or concentration is listed when applicable * Optional: GPA is included when above 3.0 * Lists relevant coursework to showcase relevant experience when necessary * May also include relevant academic honors, activities, and other information related to time at school |
| Experience Section | * Lists company/organization along with location * Lists position held along with associated dates * Each experience is described with bullet points * **Each bullet point begins with an action verb** and clearly describes responsibility/task, skills used/learned, and quantifiable results when applicable (include the what, how, why, for whom/what, and how many) * Action verbs are in appropriate tense (past tense for past experience; present tense for current roles) * Skills described are commonly listed in job descriptions of desired industry * Include any experiential learning (including past and current projects, co-ops, and/or internships) * DOES NOT use I, ME, MY, etc * If no work experience, list as experience rather than work experience * Optional: Experiences may be broken up into multiple sections (no more than 2) when necessary to highlight experiences or when professional experience is limited (e.g. Work Experience, Research Experience, Activities, Volunteer Experience, Independent Projects, Academic Projects) |
| Skills Section | * Lists skills relevant to industry/job applications and required by job descriptions (consider technologies, tools, techniques, and languages) * Skills are categorized when applicable * Proficiency level for skills is indicated when applicable |
| Objective / Summary of Skills / Core Competencies | * Optional: Useful for career changers or those with more transferrable skills than directly related experience * Displayed at the top of the resume under the heading * Objective or Summary contains brief (1-2 sentences) summary of relevant skills and experience and specific relevant interests and career goals (Avoid I, ME, MY) * List of core competencies includes those that are relevant to job descriptions |

**Sample Resume**

[sampleresume@husky.neu.edu](mailto:sampleresume@husky.neu.edu) | 555-555-5555 | linkedin.com/sampleresumeprofile

**EDUCATION:**

|  |  |
| --- | --- |
| **Northeastern University**  *Master of Science in Project Management*  Relevant Coursework: Project Scope Management, Quality Management, Managing Technical Teams, Risk Management  GPA: 3.6  Activities: Graduate Student Leadership- Developed, implemented, and marketed student events that fostered community affinity | Boston, MA  April 2017 |
|  |  |
| **University of Mumbai**  *Bachelor of Engineering in Instrumentation* | Mumbai, India  June 2014 |

**PROJECTS:**

|  |  |
| --- | --- |
| **Leap Forward Institute**   * Managed, designed, and executed a social media strategy which included refining processes for developing and updating content on Twitter, Facebook, Instagram * Edited and redesigned organization website with a refined SEO strategy working alongside the organization’s president | Jan 2016 – March 2016 |
|  |  |
| **Northeastern University New Ventures**   * Outreached to organizations to develop partnerships for student capstone projects * Collaborated with Sponsor Relations Manager to generate and analyze reports of prospective sponsors using MS Excel | Nov 2015 – Dec 2016 |

**WORK EXPERIENCE:**

|  |  |
| --- | --- |
| **Project Management Intern**  *TokuSaku Consulting*   * Created project plan, project charter, resource allocation, and risk-mitigation plan for company’s website enhancement project and performed functional and technical data analysis using excel to inform processes and decisions * Liaised with senior leadership team to better understand needs, requirements, and business implementation * Collaborated on a team of 5 to investigate existing business practices to develop a framework supporting company’s new website enhancement initiative for customer and client satisfaction | July 2016 – Sept 2016  Seattle, WA |
|  |  |
| **Business Analyst**  *Engineyears*   * Managed project that sought to resolve disconnect between industry and academia by integrating video lessons focused on practical application of curriculum into the classroom students, also resulting in an increase of 23% in website traffic * Created marketing strategy, designed collateral, built process flows, and documented artifacts for videos * Collected qualitative & quantitative reports on issues faced by students using surveys, focus groups, and user interviews | Jan 2013 – Jan 2014  Mumbai, India |

**SKILLS:**

Project Management Tools & Skills: MS Project, Risk Mitigation, Agile Methodology

Basic Computer Software: MS Office Suite, Adobe Suite

Languages: Spanish, Hindi