|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RESUME CHECKLIST** | | | | | | | |
| **Sr. No** | **Requirements** | | | **Fill Data here** | | | |
| **PERSONAL INFORMATION** | | | | | | | |
| **1** | Full Name | | |  | | | |
| **2** | Email id to put on the resume | | |  | | | |
| **3** | phone no to put on the resume | | |  | | | |
| **4** | Date of Birth *(DD/MM/YYYY)* | | |  |  | |  |
| **EDUCATIONAL INFORMATION** | | | **Major/Degree** | **Month** | | **Year** | |
| **2** | Bachelor Started: | |  |  | |  | |
| Bachelor Completed: | |  | |  | |
| University and Location: | | |  | | | |
| **TECHNICAL INFORMATION** | | | | | | | |
| **1** | Technology In which You are looking make your resume: | | |  | | | |
| **2** | Skills: | | |  | | | |
| **CURRENT INFORMATION** | | | | | | | |
| **1** | Entry Into the USA: (Month / Year) | | |  | | | |
| **2** | Current Location: | | |  | | | |
| **ADDRESS HISTORY (AT LEAST 5 ADDRESS HISTORY - IF APPLICABLE)** | | | | | | | |
| **Sr.No** | **State** | **Country** | **From [Month-Year]** | **To [Month-Year]** | | | |
| **1** |  |  |  |  | | | |
| **VISA / EXPERIENCE / CERTIFICATE** | | | | | | | |
| **1** | Certifications or completed courses (if Any) | | |  | | | |
| **2** | Current VISA Status  (Initial OPT, Stem OPT, H1B, CPT) | | |  | | | |
| **3** | Experience: (Yes/No)  (Only if worked genuinely and related field and want to keep exp as it is.) | | |  | | | |
| **REMARKS** | | | | | | | |
|  | | | | | | | |