**MSHE Resume Checklist**

***Please circle the rating of the overall resume according to the following scale.***

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| **1 – Outstanding** | [Compelling, relevant content is presented in dynamic, attractive manner.] |
| **2 – Good** | [Content is well-written and presented in clear, consistent manner.] |
| **3 – Needs improvement** | [Content is poorly written or irrelevant or contains typos, and/or the format is inconsistent and/or distracting.] |

**Format**

* Consistent and attractive?
* Sufficient white space?
* Descriptive, targeted headings?
* Appropriately prioritized information?

**Contact Information**

* Name, address, telephone number, and email included?
* LinkedIn URL or other digital identity links present, if appropriate?
* Header on all pages following page 1, with name, email, and page number?

**Education**

* Degree listed as Master of Science in Higher Education Administration & Policy or M.S., Higher Education Administration & Policy?
* Relevant courses and/or Master’s Project included, if appropriate?

**Experience**

* Bullets begin with a variety of powerful, action verbs?
* Descriptions include accomplishments, not just duties?
* Work is quantified, and impact or results are provided, whenever possible?
* Descriptions are tailored to desired career area?
* Bullets prioritized according to their relevance to targeted position?

**Skills**

* Computer skills possessed (and required by position) are listed?

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| Comments: |
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