

# RESUME MUST-HAVE CHECKLIST



☐ **Contact Info:** List your email, portfolio link, and phone number. Add Github or Behance if applicable. Optional: include your LinkedIn URL (especially if you have a common name).

☐ **Location:** Put the city/area where you are looking for a job, e.g. “Greater Houston Area”

☐ **Headline/Title (optional):**

This can tag your resume as the candidate you want to be, not the one you have been in the past. Examples:

- Banker
- Administrator
- Full-Stack Web Developer
- Front-End Developer and Graphic Designer
- UX Researcher and Designer
- Data Scientist / Data Analyst
- Data Analyst & Mechanical Engineer
- UX Designer and Visual Designer
- Software Engineer

☐ **Summary (optional):**

Consider including a summary to provide context to the person your reader is going to meet. This can be a few words or a few sentences. Consider crafting a narrative to introduce the professional on this page, especially if their career history is not a straight line. What do you want to ensure that your reader knows about you? If you do add a summary, make sure it adds value, not fluff.

☐ **Skills:** This should be prominent and easy to find on your resume.

List all of the skills and technologies you learned, as well as your additional hard skills. You can break this into sections to indicate methodologies vs. technologies, or have an “additional skills” list of less relevant items. You can also indicate which skills are a work-in-progress.

Do not include very basic transferable skills such as communication or time management.

☐ **Experience:**

You might have all of your work history in one section, or you might want to divide it into sections like, “UX Design Experience” and “Additional Experience.” You can also use “Relevant Experience” as the section title.

- ☐ Include a company, title, and dates for each role.
- ☐ Describe your accomplishments and responsibilities at each job, giving the most space and emphasis to relevant jobs.
- ☐ Your bullet points should describe your achievements and their impact. Use the format “Action + Task + Result,” and quantify success when possible. See examples.
- ☐ Ensure that the chronology is clear. If you have several jobs that you want to include just to keep the chronology intact, they might go in the “Additional Experience” section, lower on the page, and with fewer details. Don’t ditch years of experience and leave big gaps of time.

*Examples of bullet points:*

Weak: Managed a budget to plan large-scale events for students

Strong: Managed \$12,000 budget to plan large-scale events for 2,500 students

Weak: Compiled a pitch deck for buyout of automotive company

Strong: Compiled a 44-page pitch deck for buyout of \$53 million automotive company

Weak: Wrote articles on entrepreneurship and technology

Strong: Wrote 8 articles on entrepreneurship and technology, generating 107,000 page views, 8,003 likes, and 3,723 tweets

Weak: Worked with clients and partners

Strong: Strengthened relationships with 7 strategic partners (including Coca-Cola, Procter & Gamble & Emirates Airlines) through follow-up meetings with senior leadership

☐ **Education:**

Include undergraduate and graduate school; include certificate programs and relevant courses taken (e.g., marketing, product management, public speaking, etc.). If desired, add online, self-paced learning courses, or non-degree coursework.

☐ **Optional sections:** Do you want to include any of these?

- ☐ Volunteering
- ☐ Side Hustle
- ☐ Interests

☐ **Now PROOFREAD EVERY SINGLE WORD.** Then do it again, then ask a friend. Your job depends on it!

☐ Try some User Testing:

- ☐ Give your resume to someone who hasn’t seen it, and give them 10 seconds to read it. What did they pick up?
- ☐ Give your resume to someone who doesn’t know you well, and ask what they learned. Then think to yourself: What’s missing from the story you’re telling on the page?