

Resume Building Checklist: Loeb Center Best Practices

Use this checklist as a companion to our [Resume How-To Guide](#).
Remember that PCAs and advisors are available to provide feedback on your resume.

Resume Basics

	Document is 1 page long
	Font is size 10-12
	Clear font (Arial, Calibri, Cambria, Garamond, Georgia, Tahoma, Times New Roman, etc)
	Margins between 0.5-1.0 inches, lines are single-spaced and spacing is consistent throughout document
	Consistent use of bold, italics, indentations, CAPS, symbols, and bullet style
	No grammatical or spelling errors
	No personal pronouns (e.g. me, my, I, our)

Contact Information

	Name is prominent and larger than any other text on the page (Font size 14-16)
	Includes Amherst and/or home address, one email address, and one phone number
	Placed at the top of the resume and can be centered, left, or right justified

Education Section

	Institutions are listed in reverse chronological order (most recent, Amherst College, first)
	Each entry contains the name, location, and relevant dates or anticipated graduation date
	Includes study abroad experience(s) from college, if relevant
	Does not include non-academic awards or experiences
	Degree is spelled out (Bachelor of Arts)
	Includes major (if declared), prospective major (if not declared)
	Includes GPA on a 4.00 scale (optional, if above 3.2)

Placed at the top of the resume after Contact Information if a current student or recent graduate

Experience Section(s)

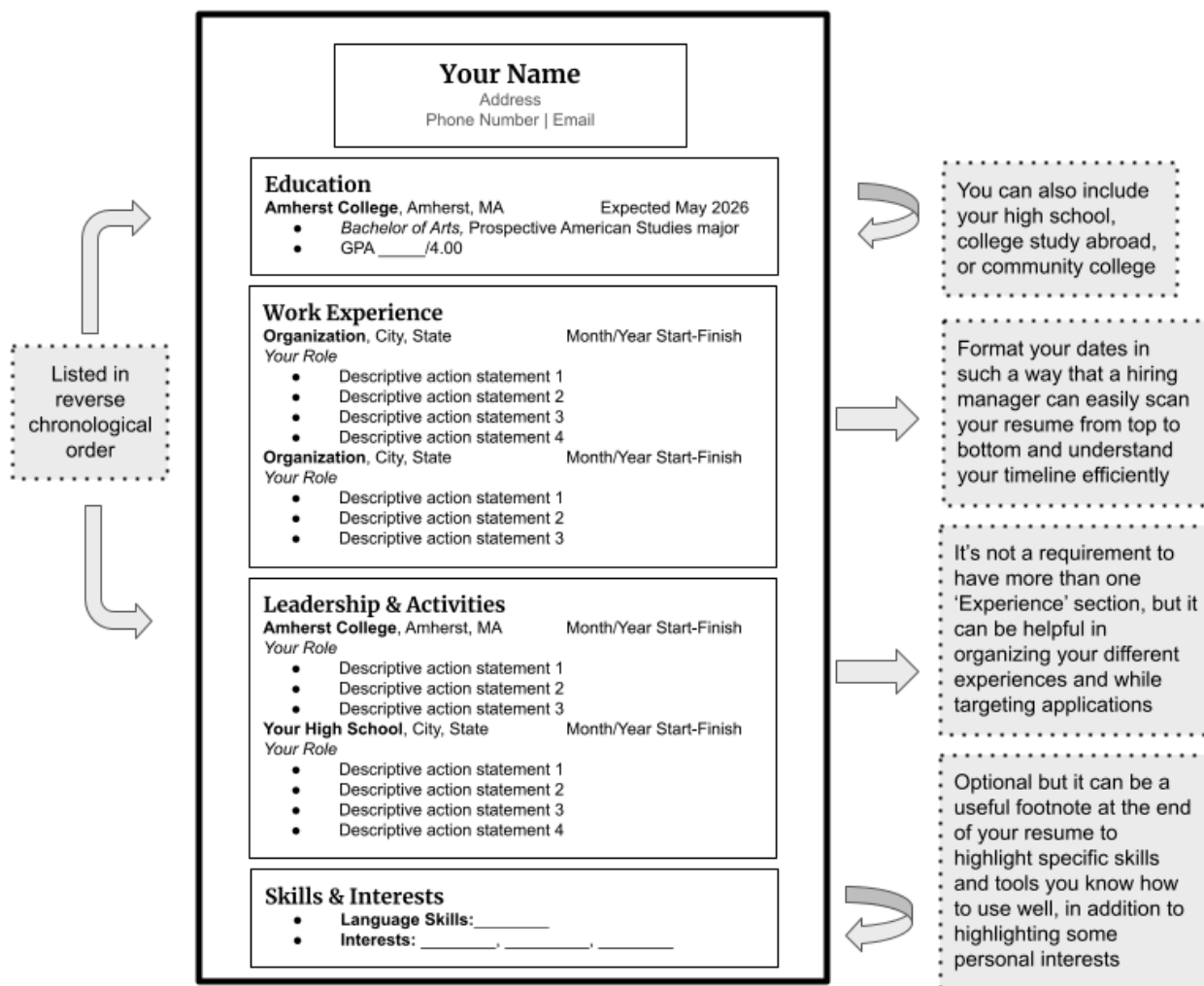
	Section titles reflect the content within it, such as 'Work Experience,' 'Research Experience,' 'Leadership and Activities,' etc
	Experiences are listed in reverse chronological order within the section beginning with the present or ongoing experience(s)
	Experiences include the names of the organizations, position titles, locations, and relevant dates
	Dates are formatted with the month and year (e.g. June – August 2022), not seasons (Summer 2022)
	Dates for ongoing experiences are formatted as 'June 2022 – Present'
	Verbs are in the correct tense: past tense for experiences that have ended and present tense for ongoing experiences
	Experiences include 2-4 descriptive bulleted statements. See next page for more information
	Placed between Education and Skills sections

Skills and Interests Section (Optional)

	Accurately indicates the level of proficiency for language or technical skills
	Does not include soft skills such as teamwork, communication, strategic thinking
	Can share specific interests that are not reflected in the rest of the resume (e.g. Salsa dancing, hiking in the Adirondacks, reading sci-fi, etc)
	Placed at the bottom of the resume

Sample Resume Layout and Formatting

For more examples, refer to the [How To Guides section](https://www.amherst.edu/campuslife/careers/resources) of our website:
<https://www.amherst.edu/campuslife/careers/resources>



Effective Experience Descriptions

Make sure that each bulleted descriptive statement under an experience:

	Follows the formula of <i>Action Verb + What You Did + Descriptive Information/Results</i>
	Begins with an Action Verb, such as Led, Supported, Collaborated, Researched, etc.
	Features the most important aspects of a role rather than an exhaustive list of every component and does not include passive phrases such as 'duties included' or 'responsible for'
	Includes specific, diversified language that does not repeat throughout the resume
	Quantifies your labor by including the scale of tasks, volume of customers served, and/or percentage of improvement
	Emphasizes impact or accomplishment of action, with language such as '...in order to,' '...resulting in,' '...exceeding expectations by,' '...successfully,' '...ensuring that,' etc
	Bullets are placed in order of importance