

COOP 101 RESUME CHECKLIST

NON-NEGOTIABLES FOR YOUR RESUME

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| <input type="checkbox"/> CONTACT INFORMATION <ul style="list-style-type: none">✓ Name✓ Phone (must have dashes)✓ Email✓ <i>Address is optional</i> | <input type="checkbox"/> EDUCATION <ul style="list-style-type: none">✓ Drexel University✓ Degree (e.g. Bachelor of Science in...)✓ Major (e.g. Finance)✓ Anticipated Graduation- list Month and Year✓ GPA (if above a 3.0)✓ <i>High School is not in this section</i> |
| <input type="checkbox"/> EXPERIENCE <ul style="list-style-type: none">✓ Employment, volunteering, projects, leadership in a club/organization/team✓ At least 2 Experience entries✓ At least 3 bullet points for each entry✓ Bullet point format:
verb, task, context, result✓ Employer Organization or Project Name✓ Your Role within organization or project✓ Location & Dates✓ You may include Experiences from High School | <input type="checkbox"/> ADDITIONAL SECTIONS <ul style="list-style-type: none">✓ You should strongly consider adding as many of these additional resume sections as you can:<ul style="list-style-type: none">✓ Skills (<i>*important, especially STEM and creative majors*</i>)✓ Activities/Organizations✓ Relevant Coursework✓ Honors/Awards (<i>This will be listed last on the resume</i>) |
| <input type="checkbox"/> ONE PAGE <ul style="list-style-type: none">✓ Must be one FULL page in length✓ No empty space at bottom of first page✓ No text should be on a 2nd page | <input type="checkbox"/> CONSISTENT FORMATTING <ul style="list-style-type: none">✓ Margins-at least ½ inch & same on all sides✓ Consistent Spacing throughout✓ Consistent style choices (<i>bold, italics, etc.</i>)✓ Consistent font size for all text other than your name. Font must be size 10 or larger |

THE DON'TS FOR YOUR RESUME

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| <input type="checkbox"/> NO PHOTOS <p>Graphics should also be avoided (most majors)</p> | <input type="checkbox"/> NO OBJECTIVE /SUMMARY STATEMENT <p>Don't waste valuable real estate on the page!</p> |
| <input type="checkbox"/> NO PERIODS <p>No Periods at end of bullet points or other lines of text</p> | <input type="checkbox"/> SOFT SKILLS LISTED OUT OF CONTEXT <p>Soft skills should be included in your bullet points in the context of how you gained skills, do not list words/phrases like "detail oriented, great communicator, etc" in the Skills section-That section is for computer and language skills</p> |