Checklist: Resume - Entry Level

Targeted for Profession
- ❏ My resume is targeted to a specific job. (General resumes tend to not be effective).
- ❏ My resume includes keywords, experiences, and skills specific to the job.
- ❏ I include experiences that showcase successes with my job responsibilities.
- ❏ *(Optional)* If my past experiences are not related to the job field, I include an objective statement.
  - ❏ My objective statement is 1-2 sentences.
  - ❏ My objective statement explains how my past experiences support my new career path.

General
- ❏ My resume fits on one page.
- ❏ My resume is in PDF format.
- ❏ The links in my resume are hyperlinked.
- ❏ My resume uses one of the following standard orders:
  - ❏ Heading, Skills, Projects, Experience, Education
  - ○ Heading, Education, Skills, Projects, Experience

- ❏ The spelling and grammar in my resume are correct.
- ❏ My resume does not include: age, gender, marital status, photo, or mention of references.
- ❏ My resume does not include negative language.
- ❏ My resume does not indicate that I am seeking a job. (This may be extraneous or redundant information).

- ❏ I align all of the text in my resume to left and/or right axis.
- ❏ The company name and title are emphasized/distinct in my resume.
- ❏ The content in my resume is optimized for horizontal space. My resume uses space well for a reader reading from top to bottom.
- ❏ I condense lists of single words to the same line.
- ❏ The section headings in my resume are distinct from other text.
- ❏ My name is at the top of the page and is larger than other text on my resume.
- ❏ My resume formatting is consistent throughout - from section headers to bullet point alignment.

Heading
- ❏ My resume heading includes: my full name, phone number, email and location.
- ❏ I include links to my LinkedIn, GitHub and/or personal website. If relevant, I also include links to my professional Twitter or other social media accounts.

Education
- ❏ I include my Nanodegree program in this section, even if currently incomplete.
- ❏ I include any college, including major or courses.
- ❏ If applicable, I include relevant courses (from university, community college, online, etc.) in this section of my resume.

Skills
- ❏ I list relevant and challenging technologies. These include: programming languages, frameworks, version control systems,

databases, operating systems, image/video/audio editing software, etc.
❏ *(Optional)* If my resume displays a wide range of skills, I note which skills are of particular expertise.

Projects

❏ I list only the most relevant projects on my resume. (These projects can include my personal, academic or work projects).
❏ I only include about 2-3 projects.
❏ I use a maximum 2-3 bullet points per project.
> ❏ At least 1 of these bullet point demonstrates an individual contribution.
> ❏ At least 1 of these bullet point communicates a project result (success metrics, findings).

Experience

❏ For each experience listed in this section, I note the company/organization, the title of role, start and end date (month & year), and location.
❏ *(If applicable)* I include unpaid or part-time work, but omitted the words "part-time" and "unpaid" to prevent bias.

❏ I use a maximum 3-4 bullet points for each experience listed.
❏ I did not use sub-bullet points.
❏ My bullet point statements start with action verbs.
❏ I use the correct tense in bullet point statements: past tense for previous experience, current tense for ongoing experience.
❏ Within each job listing, I include:
> ❏ At least 1 bullet point that communicates how I benefited company or cause.
> ❏ At least 1 bullet point that provides concrete, numerical evidence such as projects completed, money made, people managed, accomplishments (eg. % increase).
❏ My bullet point statements are one sentence maximum, and are not longer than one and a half lines.