RESUME CHECKLIST

Here's a checklist to ensure you've covered all your bases in your resume. Refer to the **Build an Excellent module** to learn more about how to complete each of the criteria below. Remember, you must use one of the four resume templates available for this assignment:

* [General Resume Template](https://docs.google.com/document/d/1Q7G4m25ho-UZmLJK98cKwVtJELzrn2xm3xwpnOhmzzs/copy)
* [Engineering Resume Template](https://docs.google.com/document/d/1aiqW0NHUAlQurFxk9kKAq7sLNa219ybQbgC9qSdcZvA/copy)
* [Curriculum Vitae Template](https://docs.google.com/document/d/1LcjEs2BArBSdjIIFGwQ12tCO1NkTf7sqABU0xW469O4/copy)
* [Creative Resume Template](https://docs.google.com/document/d/1S3kfGtLb4nKUzv2Q-nd3yxefQXoApTcBctvrYciROnc/copy)

**You can check off each checkbox as you complete each criteria.**

| FORMATTING FUNDAMENTALS | |
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| 1. USE A VERIFIED RESUME TEMPLATE CORRECTLY | * Use one of the four resume templates available for this assignment: General, Creative, Engineering or CV, if applicable |
| * Ensure all text placeholders in the resume template are filled or deleted if not needed (e.g. delete “include relevant jobs, internships, and academic projects here) |
| * Resume template is not edited to contain any tables, columns, headers, footers, logos, charts, or images as these make the resume not compatible with applicant tracking systems (ATS) |
| 2. USE AN INDUSTRYACCEPTED RESUME FILE NAME & FORMAT | * The resume file name includes your first and last name and the targeted job title OR organization (e.g., "Serena Williams – Sales Intern", “Manuel Miranda\_HBO”) |
| * The resume file is submitted as a .doc, .docx file or .pdf file |
| 3. FILL ONE PAGE AND USE APPROPRIATE SPACING AND MARGINS | * Resume is no longer than 1 page OR reason for length over one page is explained logically in the project (e.g., Fellow has 8+ years of work experience) |
| * Leave consistent white space between each section or paragraph (e.g., using 1 or 1.5 spacing across the whole resume) |
| * Uses appropriate and consistent margins that are no less than 0.5 - inches. |
| 4. FOLLOW  APPROPRIATE RESUME TEMPLATE STRUCTURE | * Include all 4 of the required resume sections:   + Contact Info   + Education   + Experience   + Leadership & Activities |
| * Ensure all the section items are filled out:   + Employer Name   + Position Title   + City   + State   + Start Date   + End Date |
| 5. USE  CONSISTENT FONT SIZES AND STYLING | * Use one font size between 10-12 pt |
| * The font is easy to read (e.g., Arial, Helvetica, Times New Roman, Garamond, Georgia, or Cambria) |
| * Uses black as the preferred font color for paragraph text |
| * Use no more than 1 additional font color on the resume (e.g. to highlight sections, but this is optional) |
| 6. TEXT IS CONSISTENTLY ALIGNED AND STYLED THROUGHOUT THE RESUME | * All text is aligned properly to the left (the only exceptions are contact info, which can be in the top middle, and experience dates, which need to be aligned to the right) |
| * Bold and/or italics are used for section headings, employer names, job titles or location consistently |
| 7. EXPERIENCES IN REVERSE CHRONOLOGICAL ORDER | * All experiences are organized in reverse chronological order,(e.g., it starts with your most recent or ongoing education and work and/or project experience) |
| CONTENT FUNDAMENTALS | |
| 8. COMPLETE EDUCATION SECTION OF RESUME | * Include all 6 required education criteria: * higher education institution(s) attended (do not include high school) * its location, * expected graduation date OR graduation date in the MM/YEAR format * major * degree (e.g., Bachelor of Arts) * GPA of 3.0+ (if GPA not included, a reason is provided) |
| 9. COMPLETES EXPERIENCE SECTION OF RESUME | * List places of work (e.g., employer name) and/or extracurricular involvement (e.g., “marching band”) and/or projects and/or relevant coursework experiences |
| * Includes all 3 of the required experience criteria using the appropriate format: * Location of the experience (city, state OR city, country) * your title/role * start and end dates (month, year) for each position (e.g: “June 2021 - October 2021”) |
| 10. FOLLOW IDEAL SENTENCE STRUCTURE | * All statements listed under an experience start with a strong action verb. See resources:   + [Action Verbs List #1](https://docs.google.com/spreadsheets/d/1ZFE68FHAG94MImlGta-JFOPRJhpqDiUzZpP1ksUbLMk/edit#gid=0)   + [Action Verbs List #2](https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome) (by category) |
| * Strong action verbs are accurately written in present or past tense when applicable (e.g., present for current experiences, past for previous experiences) |
| * Statements are written in first person while leaving out the pronoun “I.” (e.g., Coordinated travel for senior leadership) |
| * Each statement is no longer than 3 sentences and is consistently punctuated or not |
| 11. RESUME IS FREE OF SPELLING AND GRAMMATICAL ERRORS | * Complete resume free of spelling and grammatical errors (e.g., missing words, unnecessary or missing capitalization, run-on sentence, etc.) |
| IMPACT AND DIFFERENTIATION | |
| 12. USE STRONG IMPACT STATEMENTS TO HIGHLIGHT IMPACT | * All bullet points in the resume are impact statements that use the X by Y by Z format to illustrate impact and accomplishments. See resource:   + [How to Create Impact Statements using the X by Y by Z Formula](https://www.youtube.com/watch?v=bCbP8ZsR-50) |
| 13. COMPLETE EXTRA SECTIONS OF RESUME AS NEEDED | * Distinguish yourself from other candidates by including at least one of the following sections, and add applicable information: * **Honors & Awards:** include award title, organization, and date (e.g., Fall 2021 Dean's List, 2021 Women's Basketball Rookie of the Year) * **Technical Skills:** list at least 3 hard skills, such as languages spoken or software proficiency (e.g., Proficient in Cantonese, Excel. Do not include soft skills, such as communication, time management, etc.). * **Hobbies and Interests:** list appropriate hobbies and interests that speak about your uniqueness (e.g., volunteering, sports, musical instruments played) |
| 14. INCLUDE BRAVEN ACCELERATOR OR OTHER LEADERSHIP EXPERIENCE ON RESUME | * Demonstrate leadership experience by including any of the following: * **Braven Accelerator experience** AND includes skills gained AND highlights specific impact statements * **Capstone Challenge experience** AND includes skills gained AND highlights specific impact statements * **Other relevant leadership experience** AND includes skills gained AND highlights specific impact statements |