



RESUME CHECKLIST & FORMATS

RESUME BEST PRACTICES:

Overall/format:

- ☐ One page (except for special circumstances like applying for positions outside the US or academic roles)
- ☐ Do not put a picture on your resume.
- ☐ Margins should be .5 in. or greater and font should be no smaller than size 11.
- ☐ Tailor your content as much as possible to the job posting. No objective.
- ☐ Single-column format without tables or graphics and in an easily editable format is normally best.

Contact info:

- ☐ Include: Name, Location (City, ST (abbreviated state), Phone number, Email address (ideally professional Gmail), GitHub URL, customized LinkedIn URL, & Portfolio/blog link (if you have one & it's "showable").

Education:

- ☐ Include University, location, full degree name, and planned graduation month and year (ie Bachelor of Science in Computer Science).
- ☐ You may include up to 2 lines of Relevant Coursework, but make sure it is relevant to the position.
- ☐ You can include honors, GPA (if above 3.5) or education-related activities in this section if you want.

Skills (& Certifications):

- ☐ List skills relevant to position in order of importance. Embed throughout Projects/Experience sections.
- ☐ Either include your courses here OR as a part of "Relevant Coursework" under Education, or in a "Relevant Training" section, or under Experience if you have been a Guru or Fellow.

Experience:

- ☐ Bullet points all start with a *strong* past tense verb and are in the format of "Accomplished [X] as measured by [Y] by doing [Z]" or "WHAT you did + HOW you did it + end RESULT for team/project".
- ☐ Should list experiences in reverse chronological order.
- ☐ Quantitative and qualitative details are added whenever possible to provide evidence of your skill set.

Projects:

- ☐ Bullet points all start with a *strong* past tense verb and are in the format of "Accomplished [X] as measured by [Y] by doing [Z]" or "WHAT you did + HOW you did it + end RESULT for team/project".
- ☐ Focus on describing what you did vs. product description. You're marketing yourself, not the product.
- ☐ Add links to project repo (as long as README is good), blog post, deployed project, or app/play store.

Additional Sections: (Optional)

- ☐ Additional Experience + Relevant Experience: use if you want to separate your work experience into two sections to have your more relevant experience come first.
- ☐ Leadership Experience/Activities/Community Involvement/Volunteer Experience: include role, organization, location, and dates if possible. Include with or without bullet points.
- ☐ Honors/Awards: could also highlight accomplishments within each project/experience as a bullet point.
- ☐ Relevant Training: could include certificates, micro-degrees, immersion opportunities

Interests: (Optional)

- ☐ List up to 3 and make them specific, unique, & bonus points for relevant. (Examples: hiking and landscape photography, volunteering with Girls on the Run, and very amateur cake decorating).