

Quant Program Resume Checklist

Please verify that all of the following are true before submitting your resume for revision:

1. My margins are set to at least $\frac{1}{2}$ " and not more than 1"
2. My text is in a professional font (Times New Roman, Calibri, or similar) and is no smaller than 10 pt.
3. The name on my resume matches the name I want to be called
4. I've included UMich email address
5. My US phone number follows this format: (734) 615-8692
6. My university is listed as University of Michigan (no "the", no "Rackham", no "Mathematics")
7. My degree is listed as Master of Science in Quantitative Finance and Risk Management or shortened to M.S. in Quantitative Finance & Risk Management
8. My dates of attendance are September 2018 – December 2019
9. All dates are formatted consistently using either a U.S. numerical style (month before day) or a written abbreviation that follows AP Style (<https://owl.english.purdue.edu/owl/resource/735/02/>) or Chicago Style (http://www.chicagomanualofstyle.org/16/ch10/ch10_sec040.html)
10. For each job or project entry, at least 2/3 of my bullet points use the bullet-plus format
11. I have replaced all vague or passive words with action verbs wherever possible
12. None of my bullet points contain the word "I"
13. I have reviewed my bullet points to remove articles where possible
14. I have reviewed my resume to look for and correct the items explained in the "Common Issues" section
15. I have proofread my resume for spelling errors, including differences between British and American English

