Resume Checklist

The following checklist provides guidance about what to include on a student resume. We also use this as a checklist to provide feedback on your drafts.

- ☐ 1. Format: provide options that are simple, straightforward and professional. Don't use graphics. An objective is not necessary unless you have something specific to include.
- ☐ 2. Length: One page max
- ☐ 3. Name & address at top with phone number and a **professional** email address.
- ☐ 4. Simplify to make easy to read; avoid useless fillers, just give the good, solid facts
- ☐ 5. Font style: Use San-Serif style, e.g. Arial or Calibri (this document). San serif is considered easier to read. Example: sans serif style. Non sans serif (or serif) style
- ☐ 6. Grammar and spelling need to be exactly right
- ☐ 7. Special skills: throughout your descriptions, include past achievements that represent character, hard work, stamina, imagination and recognition for achievement. Include a separate section for awards, if appropriate.
- ☐ 8. School information: Be sure to list your graduation date, GPA if above a 3.0, school name, and a summary of your most important or advanced coursework.
- ☐ 9. Details of employment: inclusive dates, name of company, etc. add what they produce (unless obvious). Talk about what YOU did.
- ☐ 10. Activities: Be sure to include both volunteering/community service, along with sports, clubs, and other items.
- ☐ 11. Chronology: List employment & activities with most recent first, then in descending order.
- ☐ 12. Emphasize positions of responsibility and leadership.
- ☐ 13. In your skills section, be sure to include language proficiencies even if not fluent, along with computer skills and some soft skills (responsible, excellent communication skills, etc.)
- ☐ 14. Include special interests as they may relate to work
- ☐ 15. If you have a good reason you would be a good student in a particular field of study, say so
- ☐ 16. If you have a passion for a subject or activity, express it if appropriate to college or later work…Be Passionate if you feel it!!
- ☐ 17. References: Optional –think about who these people are, but not necessary to list.