Checklist goo.gl/jntt31

Name, email, and contact phone clearly on the resume

Academic (graduate school) listed first.

If your scores are high list GPA

If you have academic honors, list them

Keywords section next?

Programming Languages

Operating Systems: List all operating systems you have used, preferably developed on

Database: List all databases you have used (MySQL, MS SQL Server, Oracle, MongDB)

Middleware: CORBA, SOAP, MQ

GUI: List all graphical toolkits (Java Swing, processing, OpenGL)

Productivity: List all word processors/spreadsheets here

If the job has requirements, make sure every keyword is on there

Do not assume that Office implies Word.

Productivity: Microsoft Office (Word, PowerPoint, Excel)

If your name sounds foreign add:

Languages: fluent in English and \_\_\_\_\_\_

Add any other languages you are reasonably good at

Include any job experiences, including unpaid internships

If your resume is just over one page, make it one page.

If your resume is over 1.5 pages, you can use 2 pages.

If your resume has sufficient depth, eliminate fluff like “hobbies, interests”

Projects are better than courses. List both if you have nothing better. Drop these as you get more solid job experience.

Spell check your resume. If English is not your first language, or if you were taught in an English school, or if you are not a good speller, be very careful of what you accept. Look it up.

Get a native English speaker (and a good speller and grammarian) to review your resume very carefully. Remember, ***people will judge your intelligence and your attention to detail*** by the mistakes on your resumes. One mistake on your resume can cost you the job.

Call yourself and check your voicemail. Make sure it is professional and clear.

Google yourself, and check facebook and any social networks, making sure that no posting will embarrass you if a potential employer were to read it.

Paste your email in as written on your resume and send yourself an email.

Save your resume as a pdf. A word document will not always look correct on every machine, and worse the recipient can load it into word and see how you edited it.

Generate different versions of your resume for different employers targeted to their focus.