

RESUME CHECKLIST

PERSONAL INFORMATION	EDUCATION SECTION	WORK EXPERIENCE
<ol style="list-style-type: none"> 1 Include your first and last name 2 Phone number 3 Email address 4 Current location (city and state) 5 Optional: links to LinkedIn profile or professional portfolio 	<p>Include your most relevant education</p> <ol style="list-style-type: none"> 1 (High school Diploma, GED, and/or Associates Degree) <p>Include the location, name, and graduation dates next to each</p> <ol style="list-style-type: none"> 2 (You can include GPA, honors status, or deans list if relevant) <p>This section should be in reverse</p> <ol style="list-style-type: none"> 3 chronological order (most recent to least recent) 	<p>Include up to 5 years of relevant work experience</p> <ol style="list-style-type: none"> 1 <p>Each job should include: dates worked, location, and position title.</p> <ol style="list-style-type: none"> 2 You should include 3-5 bullet points that describe your role <p>This section should be in reverse</p> <ol style="list-style-type: none"> 3 chronological order (most recent to least recent)
SKILLS AND CERTIFICATIONS	VOLUNTEERING EXPERIENCE	OPTIONAL: AWARDS OR ORGANIZATIONS
<ol style="list-style-type: none"> 1 Include a bullet point list of relevant skills (3-9 skills) 2 Include any certifications or relevant trainings in reverse chronological order (most recent to least recent) 	<p>Include up to 5 years of relevant volunteering experience</p> <ol style="list-style-type: none"> 1 <p>Each experience should include: dates worked, location, and position title</p> <ol style="list-style-type: none"> 2 <p>This section should be in reverse</p> <ol style="list-style-type: none"> 3 chronological order (most recent to least recent) 	<p>Include up to 5 years of relevant leadership experience</p> <ol style="list-style-type: none"> 1 <p>List academic related organizations you are a part of</p> <ol style="list-style-type: none"> 2 <p>This section should be in reverse</p> <ol style="list-style-type: none"> 3 chronological order (most recent to least recent)

BEST PRACTICES FOR RESUMES:

- When writing your resume, be concise, keep your format consistent, and double check your grammar, spelling, and formatting
- Past experience should be written in past tense and current experience should be written in present tense
- Your resume should only be 1-2 pages long
- Avoid using 'first person language (Example: I worked for, I handled x, y, and z...)
- Customize your resume to align with each specific application you submit
- When you send someone your resume or upload it for an application, be sure to save it in PDF format

Resume Checklist

1. PERSONAL INFORMATION

- First and last name
- Phone Number
- Email address
- Current location (city/state)
- Optional: links to a LinkedIn profile or professional portfolio
- This section should be at the top of your resume, your name should be the largest font on resume, and the information should be accurate

2. EDUCATION SECTION

- Include most relevant education experience (High School Diploma, GED, and/or Associates Degree)
- Include the location, name, graduation dates and/or anticipated graduation dates next to each
- You can include GPA, honors, or deans list if relevant

3. WORK EXPERIENCE

- Include up to five years of relevant work experience
- Each job should include: dates worked, location, and position title.
- Include 3-5 bullet points that describe each of your roles.
- Use the correct 'tenses' when discussing jobs in the past or present

4. SKILLS AND CERTIFICATIONS

- Include a bullet point list of relevant skills (3-9 skills)
- Include any certifications or relevant trainings
- Include any professional licenses (ex: real estate license)

5. VOLUNTEER EXPERIENCE

- Include up to five years of relevant volunteering experience
- Each experience should include: dates worked, location, and position title
- Include 3-5 bullet points that describe each of your roles

6. AWARDS AND ORGANIZATIONS

- Include up to 5 years of relevant leadership experience
- List academic related organizations you are a part of
- Include any awards or distinctions that are relevant

7. REVIEWING YOUR RESUME

- Double check formatting, grammar, and spelling
- Your resume should be 1-2 pages in length
- Make sure each section is in reverse chronological order (most recent to least recent)
- Schedule a resume review appointment with Career Services or attend our drop-in hours