



Resume Checklist

Overall Appearance

Font size is readable, 11-12pt font	
Free of spelling mistakes	
Free of pronouns (I, me, my, they, them, etc.)	
Text and space look balanced on the page	
Date format is consistent (September 20XX vs. 09/20XX) and aligned	
Margins are appropriate size (between .5- 1 inch)	
Font is consistent throughout	
Resume is one page long	
Headings stand out from text, using bold, italics, capitalization, lines, etc.	

Heading - Contact Information Section

Name in bold font (larger than other font sizes)	
Professional Email	
Phone number	
Optional: LinkedIn URL or website	

Objective Section (Optional)

Objective is concise, defines goal(s) and/or the value student can add	
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Education Section

High School Omitted (especially after 1st year)	
Name of University	
Official name of your degree, spelled out or abbreviated (<i>Example: Bachelor of Science in Biology or B.S. Biology</i>)	
Month and year of expected graduation listed in line with other dates	
Include your GPA if above a 3.0, to two decimal points maximum	
Include Minor and Concentration (if applicable)	

Experience Section

Position title, Company/organization name, City, State, Month Year(s)	
Dates of prior experience are accurate and depict a range	
Entries are in reverse chronological order (newest first)	
Descriptions begin with action verb or adverb (not "responsible for")	
Uses correct verb tenses (present for current position, past for everything else)	
Positions do not need to be paid to be included in experience, but do not list salary information	

Skills Section

Focus on hard/technical skills (languages, software, technology, etc.)	
Soft skills (communication, team player, etc.) belong within experience or Cover Letter. Show, don't tell.	