

Resume Checklist

A resume is a written document that contains a summary of your experience and educational background. Read through the checklist below to make sure your resume follows standard resume rules and guidelines.

OVERALL GUIDELINES

- Stick to 11-12 point font size AND one font style. Pick a font style that is legible and easy to read such as Times New Roman, Arial, or Calibri.
- Use bolding, italics, or CAPS sparingly to emphasize key text such as section headers, university/company name, job title, etc.
- ½ - 1 inch margins are standard. Margins should be consistent along all four sides.
- Utilize your white space appropriately. Make sure to balance white space and text.
- Organize information according to what's most relevant to the employer. Relevant information should be placed closer to the top of your resume.
- Don't clutter your resume with nonessential, irrelevant information.
- Be consistent in formatting, position of certain text, location of bullet points, etc.
- Align all dates to the right to balance out content and separate out information.
- Do not use pronouns: I, me, my, their, our, etc.
- Do not include high school information after your sophomore year in college.
- Do not include references on a resume. References go on a separate page.
- Keep resume to about one page in length. Do not exceed two pages.
- Make sure your resume is free of typos and grammatical errors.

HEADER

- Include your name, physical address, phone number, and a professional email address at the top of your resume.
- Emphasize your name by increasing the font size by several point sizes and/or bolding it.

EDUCATION

- Include name of college, city and state, graduation date or expected date of graduation, and degree.
- List the name of your degree and major. *Example: Bachelor of Science in Biology*
- Optional: List GPA if it's a 3.5 or higher. You could also list academic achievements.

EXPERIENCE

- Organize your experiences in reverse chronological order, listing the most recent experience first.
- Include company name, your job title, city and state, and dates of experience (start and end date).
- Pick either your job title or company to bold.
- Use bullet points to list job responsibilities AND accomplishments/improvements – employers are really interested in these.
- Start your bullet points with action verbs. Vary your choice of verbs. Your verb tense should be in the same tense as the experience: past experiences should include past-tense verbs (*compiled, created, etc.*); current experiences should include present-tense verbs (*compile, created, etc.*)
- Keep bullets under two lines. If your bullets go onto a 3rd line of text, it is too long.
- Use digits (#, %, \$) when writing out numbers. It improves readability and saves space. *Example: Supervised 5 employees; Increased sales by 15%; Collected \$300 for fundraising event.*