

Resume Checklist



Contact Information

- Name
- Phone number
- Email that is professionally appropriate



Education

- Complete official name of the university (and abbreviation if used elsewhere in the resume)
- Degrees and month and year earned or anticipated
- Academic major(s) and minor(s)
- Grade Point Average (optional)
- Course work or special project descriptions if especially relevant to type of work sought (may be offered as separate sections)



Experience/Employment

- Include paid and unpaid experiences
- Organization name
- Location (city and state)
- Job titles in bold
- Dates (month and year)
- Descriptions – included only where pertinent, and focus on achievements, skills gained, and/or factors important to the audience who will be reading this resume
- Experiences are listed in reverse chronological order (most recent first)



Skills or Strengths

- Include hard/technical skills and soft skills applicable to your audience
- Consider position requirements to reiterate important points and include information that does not fit elsewhere
- Use categories to organize your skills

Activities or Extracurricular

- Title or role (member, officer)
- Organization name
- Dates of involvement
- Description – highlight your involvement and showcase the skills you have developed

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References

- People included know me well; have been asked and agreed to provide positive, enthusiastic support for my candidacy
- References include people in roles such as internship/practicum supervisors, professionals working in the field of interest, current/former supervisors, and major field faculty and staff
- References are not close relatives or peers (unless unusual circumstances)
- Each reference listed includes the correct spelling of name, position title, organization, email, and contact number (include their relationship to you if it is unclear)
- References should be saved as a separate document and included when you submit your resume



Other Considerations

- Optional sections – awards, honors, and other not covered by above sections are included in another appropriate section
- Concise – resume rarely exceed two pages, references might be on a separate page
- Relevant – content is pertinent to my audience
- Well organized – headings are chosen to best reflect the job description and the order of sections is logical
- Easy to skim – content is written using fragments or phrases rather than complete sentences; bullets are used to highlight important information in lists
- Visually attractive – margins are consistent; tabs are used to line up information; white space and text are balanced; one easily readable font is used
- Correct – use a spellchecker and ask someone to proofread; double-check the information provided is up-to-date and accurate

What not to include on your resume



Now we know that we need Contact Information, Professional Objective/Professional Statement (optional), Education, Special Courses/Special Projects/Research, Experience/Employment, Special Skills & Strengths, Campus and Community Involvement, and References on the resume, then **what should not include on your resume?**

- Photo (not in US)
- Social Security Number/Driver's License number
- Religious Affiliation
- Date of Birth/Age
- Marital Status (information on spouse or children)
- Gender/ Sexual Orientation
- Personal Characteristics (height, weight...)
- Race/Ethnicity
- Political Affiliation
- High School Information (unless it is your highest degree obtained or you are in your first couple of years of college)
- Unrelated Work Experience (unless you have very limited work experience)
- Unrelated Hobbies – only list if the hobby relates to the career field
- Obsolete Skills or Expired Licenses
- Criminal Records
- Statements About Your Health Problems
- Addresses for Employers/Salary Information
- Acronyms (without previously spelling them out)
- Low GPA – (general rule of thumb is to list if above 3.50 (honors))