

Resume Checklist & Development Guide

Formatting

- Easy to read or skim (standard margins are one-inch with 12 point font)
- Aesthetically pleasing & professional (use of font, spacing, horizontal lines, bold, italics, etc)
- Consistent placement of information, bolding, spacing, italics, etc.
- Format your resume yourself. Avoid using resume templates.

Contact Information

- Provide your name, email, address and phone number. Be professional. Funny email addresses or voicemails are inappropriate. Utilize the privacy settings of Facebook to protect your public persona.

Section Headings

- Use typical headings such as Education, Professional Experience, Related Experience, Leadership Activities, and Awards & Honors.

Education Section

- Cite your degree correctly (See the University's Catalog), followed by your major and institution.
- If you earned more than one degree, list the most current degree first.
- Include any minors, endorsements, relevant coursework, and participation in the Honors Program.
- Omit high school or transfer institution information
- Identify your graduate date as "Degree Candidate #####" or "Anticipated Graduation #####."
- If your GPA is impressive (minimum of 3.0 or above, include it on your resume. If your cumulative GPA is lower than 3.0, consider listing your major GPA.
- You may also include study abroad or other honors, such as the Dean's List or Honor Societies.
- If you financed your education, you can include this here "Maintained a 3.7 grade point average while working full-time to fund 100% of tuition."

Professional Experience, Teaching Experience, Related Experience, Etc

- List your professional positions in chronological order, with the most recent position presented first followed by the less current ones. For each position, provide your job title, location and dates of employment. If the position was seasonal or held during the academic year, use the season to describe it (ie: Summer 2009).
- Use one-line statements that begin with a strong action verb and concisely describe your accomplishments.
Do not use the word "I" or write in complete sentences. Use phrases
Avoid using weak words such as responsible for, assisted with, helped and duties included. Focus on the needs of the employer such as making money, solving a problem, expanding their business, saving time, attracting new business, and retaining customers.
- Bullet your descriptions if they are difficult to skim.
- Use past tense for previous positions and present tense for current ones.
- Your resume is a marketing tool. If the information does not strengthen your qualifications, leave it out.
Stress your assets, not your liabilities. Include only those experiences that demonstrate your success.
- Avoid limiting experience to paid positions. Include relevant leadership positions and volunteer work under this heading. If you list them under the "Experience" heading, do not include them elsewhere.

Other Suggestions

- Include volunteer work, study abroad, co-curricular activities, awards, scholarships, research, student activities, professional memberships, conferences, technology, and internships. If you cite this information under one heading, do not repeat it elsewhere.
- Omit personal information such as religious affiliation, sexual orientation, ethnicity, etc. Include personal hobbies and interests only if they are relevant to the job.
- List references on a separate page.
- Thoroughly proof your resume to avoid grammatical and spelling errors. Have it reviewed by the staff in the Academic and Career Planning Center.

