

RESUME CHECKLIST

Keep in mind that the resume you use to apply for a particular position should address the skills and qualifications outlined in the job description; therefore your resume is a fluid document that should continually change. *A prospective employer may decide whether or not to interview you based on spending only 10-30 seconds reading your resume!*

- Contact Information** – Are your name, address, phone number(s) with area code, and e-mail address centered at the top of your resume?
- Summary or Profile of Qualifications** – A summary is generally preferred instead of an objective statement. A good summary highlights your accomplishments and qualifications for the position for which you are applying. Use words directly from the position description if they accurately describe skills and/or experience that you possess. Use three to five bulleted statements. Summarize your experiences, achievements, and skills in short phrases – do not use complete sentences. Include computer skills – list individual software
- Education** – As a current or recently graduated student, list your education before your professional experience. If you are a current student, list your education including your proposed graduation date (for example, Associate in Arts and Science date of graduation May 2013). After gaining 2-4 years of experience in your professional field, list “Professional Experience” before the “Education”.
- Professional Experience** – List name of the organization, city, state, title, and month and years you held the position. *You may reverse the order if the title gives a stronger impression than the name of the company.* Give a brief description of your responsibilities, followed by specific accomplishments. Begin sentences or phrases with strong action verbs. Instead of simply listing responsibilities that you had, tell your reader what your accomplishments were, what the outcome was. Think in terms of answering the question, “So what?” The prospective employer wants to know that you know what your value was to the organization where you worked. Be as specific as possible. Use the “STAR” method: think of a Situation or Task you faced, the Action you took, and the result: i.e., “Designed and implemented _____, reducing errors by 27%”. Will the prospective employer be able to identify the results or outcomes of your position?
- Honors, Awards, Professional Associations** - Include these if relevant for the position for which you are applying.
- Professional Affiliations** - List professional organizations of which you are a member.
- Community Involvement** - Employers often seek candidates who demonstrate leadership qualities. List student leadership roles and/or other volunteer experiences that relate to the position. Note: be cautious about listing political or what might be perceived as controversial organizations, so as not to be eliminated on that basis.
- Visually Appealing** – Hold your resume at arm’s length. Is there plenty of white space? Did you use a standard font? (Times New Roman or Arial) If it’s more than one page, is your name and page number on the second page?
- Proofread** – Did you proofread your resume? Did you ask someone else to proofread?