

Resume Checklist

Contact Information

- _____ Include your name, address, home phone number or cell phone number, and e-mail address
- _____ Label 'Your Name' and 'Page 2' to second page (if applicable)

Objective (Optional)

- _____ One sentence; addressing job title/position and industry you are applying for

Education

- _____ List most recent degree first
- _____ Spell degrees out
- _____ Dates on right side of page
- _____ Include Relevant Coursework and Projects if relevant or necessary

Employment History & Accomplishments

- _____ List month and date on right side of page
- _____ Use subjectless sentences or paraphrases; fragmented bullets are ok
- _____ List accomplishments as 3-5 bullets; do not write in paragraph form
- _____ "Action + Results" - use action verbs to start the accomplishments and results to explain what you achieved
- _____ Use amounts, numbers, ages, percentages, and time frames whenever possible; be as specific as you can

Professional Organizations

- _____ List only affiliations related to your target job
- _____ Take out personal data (age, marital status, hobbies, etc.)

Skills

- _____ Language proficiency (speaking, reading, writing) and level of ability you have (bilingual, proficient, conversational, familiarity, etc.)
- _____ Computer skills

Other Notes and Comments

- _____ Proofread for spelling and grammar
- _____ Be honest
- _____ Use either functional format or chronological format