

# RESUME CHECKLIST



## **Contact Information**

- \_\_\_ Include your name, address, home phone number, 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 highest degree first
- \_\_\_ Spell degrees out
- \_\_\_ Dates should be on right side of page
- \_\_\_ Include Relevant Coursework and Projects if relevant

## **Employment History & Accomplishments**

- \_\_\_ List month and date on right side of page
- \_\_\_ Use subjectless sentences or paraphrases; Fragmented bullets are ok
- \_\_\_ List accomplishments as 2-4 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 possible

## **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