

Resume Final Checklist

OVERALL STRATEGY & DESIGN CONSIDERATIONS

CHOICE OF FORMAT

- Do NOT use predesigned resume templates; Start from a plain Word document
- One page, reverse chronological (most recent experience first)
- Longer form CV format for Higher Education, Medical, Legal and Scientific fields (not for ALL, check with Career Center)
- Most important info for the position you are applying for is presented in the top 1/3 of the first page
- Summary/Professional Profile section highlights fit for position and lists key skills, abilities and accomplishments

APPROPRIATE KEY WORDS and PHRASES

- Industry acronyms and abbreviations OK if looking in the same field; If not, explain acronyms and give context
- Search existing job descriptions that match the job title you are seeking to find most important skills and how they are described so you can mirror the language used by recruiters in that industry.

ACCOMPLISHMENT ORIENTED

- Differentiates between duties and accomplishments, consider formatting duties into a descriptive paragraph and accomplishments into bullets if you have enough experience to support it

PROPER CONTEXT FOR DATA

- Provide context for both duties and accomplishments as needed
- Company (\$45 million company with offices in 5 states)
- Scope of duties (Provided critical administrative support for a staff of 13)
- Time frames ((Delivered X result in a two-month period)

SECTION REVIEW

CONTACT INFORMATION

- Name
- Permanent and/or Current Address (Can list only one address if you are close to graduation)
- Cell Phone Number
- Email
- LinkedIn URL (if you have an account; customize URL to your name)

PROFILE

- Specific, clear and direct; focuses on what you have to offer and highlights key skills
- Includes summary paragraph and bullets (for candidates with internship/full-time experience)

EDUCATION

- School Name: example – Quinnipiac University, Hamden, CT
- Expected Graduation Date: example – Expected May 2011 (can drop “Expected” during final semester)
- Degree to be Received: example – Bachelor of Science, Political Science, Minor in English
- GPA–Only list if over a 3.0; Can also list your major GPA if it is at least .2 higher than your overall GPA AND your overall is over 3.0
- Academic Awards: Dean’s List, Outstanding Freshman Award
- Relevant Courses (optional, but more helpful if you have less work experience; Typically eliminated as a senior)

EXPERIENCE (Listed with the most recent at the top, quantify when possible)

- Company Name, Location of Job (City, ST only)
- Dates of Employment
- Position Title
- List in bullet format and use action verbs (Obtained, Created, Joined, Collaborated, Developed)

__ Consider formatting duties into a descriptive paragraph, and accomplishments into bullets, if you have enough experience to do so

ACTIVITIES and LEADERSHIP EXPERIENCE

- __ Club and Organizations
- __ Name of Club or Organization, Dates of Participation
- __ Position Title
- __ List in bullet format and use action verbs (Excelled, Marketed, Analyzed, Delivered)

SKILLS

- __ *Language (List any languages, other than English)
- __ *Computer Skills (Operating Systems: MAC or Windows; Software Packages: Adobe, Microsoft Office)
- __ *Technical Skills (especially lab skills for science oriented positions)
- __ Certifications

*Be sure to indicate your level of ability in each area (Proficient, Advanced, Intermediate, Expert for technical or computer skills and Conversational, Fluent or Native for language skills. Language ability below “conversational” level should not be included.

OTHER CONSIDERATIONS

- __ Did you consider other sections that might help you stand out and highlight your specific background (Volunteer Work, Athletics, Professional Associations and Memberships)
- __ If you have at least one internship or research experience did you consider breaking up and organizing your Experience section to highlight them (consider options such as Related Experience, Internship Experience, Research Experience, Clinical Experience, Fieldwork Experience)

OVERALL MECHANICS AND FINAL REVIEW

- __ Spelling AND Grammar (Have a friend proofread in addition to computer spellcheck)
- __ Numbers (Spell out up to number ten, then use numerals); Use symbols instead of spelling them out (\$, %)
- __ Punctuation (No definitive style guide, but be consistent)
- __ Capitalization (Be careful, check online for rules if in doubt, be consistent)
- __ No “I” in “Resume”; No personal nouns are used (I, me, we, etc.)
- __ Spacing (consistent between characters, sections, bullets); No excessive white space
- __ Action verbs are used (Obtained, Created, Joined, Collaborated, Developed)
- __ Past tense is used when describing jobs completed
- __ Eliminate passive language such as “Responsible for” or “Duties included”; Be Specific!
- __ Use **bold** and *italics* to highlight KEY areas you want to highlight based on your goals; Don’t overdo it!
- __ “References available upon request” is not listed on resume
- __ No colored font, text boxes, images or logos (exceptions for creative fields like graphic design, art)
- __ No font smaller than 10pt.; 12pt. is best; Stick with fonts like Arial, Calibri and Cambria
- __ Resume is limited to 1 page (CV format can be as long as 2 pages for entry-level candidates)