



Resume Checklist

Career Development Center

Section	Feature	Included	Not Included
Contact Info	Name is 14-18 point font		
	The rest of the address and body text is 10-12 pt.		
	Address is spelled out (no abbreviations)		
Education	Education is listed before experience		
	Most recent institution is listed first		
	Includes institution, city, state, degree, major, and graduation date.		
	GPA is listed if it is 3.0 or higher		
Experience	Most recent experience is listed first		
	Each experience includes name of employer or organization, city, state, dates of employment or participation, position title. And bulleted position description		
	Each bullet starts with an active, power verb		
	Past and present tense is used consistently and accurately		
	Descriptions focus on accomplishments, knowledge gained, highlights, and responsibilities– not duties		
	Position descriptions reflect transferrable skills		
	Vocabulary reflects the industry targeted by the resume		
	Accomplishments use quantifiable data and information specific to the target position		
Optional Categories	Volunteering, leadership, activities, coursework and awards, are all relevant and highlight professionalism and skills.		
	If an objective is used, it is specific and targeted to the position		
Overall Formatting	Margins are .5 to 1 inch		
	Spacing and formatting is consistent throughout, making the text easy to read		
	No spelling or grammatical errors		
	No personal pronouns are used		