Resume Checklist

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Student name: _____ Is this for a class? Yes or No

If yes, course name: _____

If yes, professor name: _____

This checklist will help you be sure you've included the fundamental elements of a resume. Directions:

1. Watch this video about writing a resume that's beyond basic.
2. Proofread your resume for spelling and accuracy.
3. Complete this Resume Checklist.
4. Bring the completed Resume Checklist and your résumé to the Career Center for review.

Self-Review	Career Center	
		CONTACT INFORMATION
☐	☐	Name and current mailing address (optional), phone number, and professional email address
☐	☐	Personal information such as gender identity, birth date, age, race, or marital status is **NOT** included
		EDUCATION
☐	☐	Name of college and location (city, state), including any other post-secondary schools listed separately in reverse chronological order, including degree(s), dates and GPA (if above 3.5)
		EXPERIENCE
☐	☐	Experience includes organization name, position title, city, state and dates all listed in reverse chronological order (most recent on top)
☐	☐	Bullet points start with action verbs and are NOT repetitive
☐	☐	Bullet points include specific examples to emphasize transferrable skills and knowledge, as well as describe relevant key accomplishments and contributions, not a listing of duties
☐	☐	Appropriate use of keywords/skills found in the job posting and targeted for the position
☐	☐	Personal pronouns, such as "I," "me," or "my" are NOT used
		SPELLING
☐	☐	All words are spelled correctly—do NOT rely on spell check, it will not check words in all CAPS
		PUNCTUATION
☐	☐	Use of punctuation is consistent— periods are NOT needed at the end of bullet point statements, but if you use periods, then use them at the end of all the phrases; exclamation points are NOT used
		GRAMMAR
☐	☐	All verbs are in first person and in the appropriate tense—i.e. ongoing activities should be in the present tense and completed activities should be in the past tense
☐	☐	Numbers between one and nine are spelled out (ages of children can be in numerals for child development instructors or educators); numerals are used for numbers 10 and above
☐	☐	Dates are consistent and words, if used, are capitalized—e.g. 11/2013, November 2013 or Fall 2013; "Current" or "Present" follows start dates for any ongoing activities or experiences
		FORMAT
☐	☐	Text and white space looked balanced-not overcrowded; margins are appropriate (.5- 1 inch)
☐	☐	The font is the same throughout the resume and between 11pt and 12pt, with the exception of your name
☐	☐	Bold, capitalization and/or italics have been uniformly used to make important items stand out. A mix of bold, CAPS, and italics is NOT recommended.
☐	☐	Bullets, dashes, and hyphens are uniformly used and consistently spaced on the page. A mix of bullets, hyphens, dashes is NOT recommended.
☐	☐	Resume is on one page (front only), unless extensive prior experience (over 10 years of work history)

Self-Review	Career Center	
		ADDITIONAL OPTIONAL SECTIONS
☐	☐	Career Objective: Is clear and includes a specific position, job function or organizational type
☐	☐	Awards/Honors: Includes official name for each honor or award, official name of organization or group, and month/year received (may be its own section or may be part of the Education section)
☐	☐	Activities/Community Service: Includes official name of each office or leadership role, the name of the organization, and dates of involvement. Do NOT use acronyms unless you explain them in parenthesis after the first time you list the organization/service name within the résumé: Junior Reserve Officer Training Corps (JROTC)
☐	☐	Skills/Unique Qualifications: If applicable: includes languages, certifications, publications, research projects, computer skills (software), and/or military service (if not otherwise described in another section)

DO YOU HAVE ANY SPECIFIC QUESTIONS OR CONCERNS ABOUT YOUR RESUME FOR THE REVIEWER?

ADDITIONAL COMMENTS (FROM REVIEWER):

Career Services Signature: _____ Date: _____

Rubric adapted from University of Richmond, Career Services