

Resume Checklist

Short and Sweet

- ✓ 1 page resume, especially if you have less than 10 years of experience
- ✓ Avoid large blocks of text
- ✓ 1-2 lines in each bullet point job description

Contact Information

- ✓ Bold name at the top
- ✓ Include (i) email address (ii) phone number (iii) LinkedIn address
- ✓ Personal address is optional

Education Information

- ✓ Spell out names of degrees (i.e Bachelor of Science)
- ✓ Include honors, awards, and/or study abroad
- ✓ Relevant coursework can be added, if space allows
- ✓ Expected graduation date
- ✓ GPA (only if 3.5 or higher)

Past Experiences

- ✓ Chronological order
- ✓ Include name of company, location, job title, and years worked
- ✓ Use an Action Word for each sentence
- ✓ Each description must be accomplishment oriented
- ✓ State what you specifically did, not the job description of what you needed to do Tell the reader how you contributed to the job, with specific examples
- ✓ Quantify your results. Give percentages and dollars raised or managed

List Projects and Extracurriculars

- ✓ Include skills in leadership, communication, technology, diversity, etc.

Well Targeted

- ✓ Target to the company's (i) product (ii) job description (iii) values
- ✓ Tailor your resume to the position

Universally meaningful

- ✓ Spell out acronyms, translate highly technical terminology

Professionalism

- ✓ Spelling/Grammar, consistency of sentence structures
- ✓ No first person, no personal details, and utilize white space to make it easy to read