

# Resumé Checklist - for a winning resumé

## General

- Did you avoid writing I, me, and my personal pronouns?
- Dates are in *reverse* chronological order (most recent on top) under each section?
- One page only? (unless you have significant previous full-time experience)
- No picture or personal data on the resume?
- No typos/errors? Spell-check and grammar-check your resume, and have Career Services check

## Contact Info

- First and last name, address, phone number (xxx-xxx-xxxx), email? Optional: LinkedIn URL
- Did you include both your on-campus and permanent addresses, if applicable?

## Education

- Degree listed first (Bachelor of Arts, Science, etc.), college/university second? (can be reversed)
- Include city, state of college (not zip code)? Or just Concordia University Chicago, IL
- Graduation date listed, even if you have not yet graduated? (can write “expected May 20\_\_”)
- Include Major and Minor (if applicable)?
- GPA listed only if over 3.0?
- Include study abroad experience (if applicable)?
- No high school listed after your junior year of college?

## Experience

- Included job title, organization, city, state, and dates of employment (month year – month year)?
- Variety of action verbs to begin each sentence under a job? Assist, supervise, train, etc.
- Proper use of tenses → current jobs = present tense, previous jobs that ended = past tense?
- Included relevant employment, internships, volunteer work, and military service, academic projects? (some can be separate categories to pull out your most relevant experience)
- Used descriptive job titles (optional) if there is no real title or if real title is inaccurate?
- Included industry buzzwords and keywords? (could be from job or internship description)
- Preferably skill not task-based? – i.e., not “answer phones” (task) but “provide customer information over telephone” (skill)
- Quantify or qualify – use numbers and dollars when appropriate?

**Skills (optional)**, other titles could be Summary of Qualifications, Competencies, etc.

- Summary of your top 3 or 4 skills or competencies or accomplishments? (could be bullet points)
- Include language if bilingual?

**Other Headings: Activities (or Involvement), Honors/Awards, Leadership, Community Service, etc.**

- Activities section listing your most notable extracurricular activities? (or other headings?)
- “References available upon request” is NOT on the resume? (Put references on separate page)

## Format

- Margins are within a reasonable range (.6” – 1” all around)?
- 10 point to 12 point font size in a standard font? (Make your name a little larger, and bolded.)
- No more than two different fonts or two font sizes used throughout resume?
- Place the most relevant information for the job you seek in the top 1/3 of the resume?
- Spaces consistent in between sections throughout resume?
- When printing to hand out, use quality bond paper? (not the paper that’s usually in the printer)

Sources: <https://collegegrad.com/jobsearch/best-college-resumes/resume-checklist>, <https://www.nyu.edu/content/dam/nyu/wasserman/documents/resume-checklist.pdf> <https://www.monster.com/career-advice/article/resume-critique-checklist> [https://www.vanderbilt.edu/career/media/pdf/ResumeChecklist\\_082013.pdf](https://www.vanderbilt.edu/career/media/pdf/ResumeChecklist_082013.pdf)