

RESUME TIPS & CHECKLIST

A resume (or CV) is a selective summary of your skills and qualifications. Ultimately, you have one page to sell yourself and convince an organization that you are the right fit for the job.

Pro Tips

- List all the colleges and universities you have earned (or will earn) a degree from—only freshman should include high school.
- All experience should be listed in reverse chronological order based on when the position ended. Include only experience that will prove your qualifications and strengthen your application.
- If you are still in a position, list “present” as the end date and make sure that you are using present tense—all previous position should use past tense.
- Use strong action verbs to describe your experience. Each bullet should include the task, action taken, and the result. The impact of your work is the most important part—make sure to include numbers when you have them. Results can include awards, contributions to the efficiency or goals of an organization, or an accomplishment beyond sales goals.
- Do not understate your accomplishments or responsibilities! What function did they serve and how did it further the company’s goals? How many moving parts were you responsible for? Every job has responsibilities that contribute to the company’s mission even if it is maintaining a clean work environment (which is very important!)

Checklist

Use this checklist to make sure you have the basics for a good application—ensure that all formatting decisions made are consistent.

FORMATTING & LAYOUT

- __ Resume is 1 page long and easy to read.
- __ Your name is big, bold, and clear at the top.
- __ Text is between size 10-12 in a readable font.
- __ Margins are .05-1 inches wide on each side.
- __ Spacing is consistent.
- __ Most important information is towards the top.
- __ Entries are all in chronological order.
- __ All dates and locations are written consistently.
- __ Your resume does **not** include a photo.

WRITING & EDITING

- __ Everything is spelled correctly.
- __ Each bullet point is concise and includes the context, action, and result.
- __ Everything is in the active voice.
- __ You used strong action verbs.
- __ Past and present text is appropriately used.
- __ Your writing is confident and professional.
- __ Your resume is skimmable.

CONTENT

- __ Includes current phone number and email.
- __ Omit information not related to the application.
- __ Demonstrates results and impact of actions.
- __ Anticipates and answers potential questions.
- __ Shows content and results, not just tasks.
- __ Everything included is true and a positive representation of your experience.