Resume Checklist

PERSONAL INFORMATION
- Name – official name to be listed on employment documents; should match name that appears on transcripts
- Address – address where items from an employer could be mailed to you in a timely manner
- Phone – phone number with a voice messaging system and a professional voice message
- E-mail – professional/university e-mail address (should avoid "cute" e-mail addresses)
- LinkedIn (if updated) – utilize a personalized URL to shorten link.

EDUCATION
- Name of Higher Education Institution(s) – spell out name of all institutions from which a degree was obtained and list institutions in reverse chronological order (most current first) – do not include high school education, unless you are a freshman or sophomore
- Major and Degree – spell out both the major and degree you are receiving – do not use abbreviations
- Anticipated or actual date of graduation from each institution
- GPA – should be included if above 3.0; Accounting majors should always include GPA and when they are eligible to sit for the CPA exam
- Certifications/Licenses – list any certifications or licenses obtained as part of your education

EXPERIENCE
- Work experiences, including complete employer name with employer city and state, listed in reverse-chronological order (most current first)
- Can include relevant school projects/volunteer experience, etc. in the absence of an adequate volume of work experience
- Dates of all experiences should be included
- Co-op/Internship, clinical, student teaching and practical experience should be included
- Major tasks at each work experience listed; begin each statement with an Action Verb.
- Focus on tasks/proficiencies performed or developed that are relevant to the job to which you are applying or that may set you apart from other candidates.

OTHER ITEMS THAT MAY BE INCLUDED
Note – Possible headings include: Skills, Academic Experience, Volunteer Experience, Honors/Activities, etc. and/or combinations of these headings.
- Senior Project or Research Experience
- Campus Organizations (with leadership roles held)
- Volunteer Work
- Technical/Computer Skills
- Honors and Professional Affiliations
- Study Abroad
- Relevant Coursework (should list no more than 6 classes and should be included only in cases of limited work experience)
- Languages (also include level of proficiency, e.g. basic knowledge, conversational, proficient, highly proficient, fluent, native)

BEST PRACTICES
- Avoid using resume templates – these are often hard to personalize and do not upload well onto many job search sites
- Be honest – do not embellish work tasks or responsibilities
- Check for grammar, misspelling, and punctuation
- Use fonts that are easy to read (Times New Roman, Arial, and Calibri) and do not use smaller than 10 pt.
- Eliminate personal information that is not career related
- Use white space consciously and balance words on the page
- Most can list all qualifications in one page and it is advisable to do so, unless you are an applicant with extensive (and applicable) experience, then you may need to utilize two pages
- References should not be included or mentioned on the resume but should be kept on a separate document. *Exception: education resumes always include references*

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