

Resume Checklist (Experienced Based)

Sections in a Resume

1) Contact Information

- clearly, accurately presented at the top
- includes current address(es) - permanent and temporary
- includes telephone number(s) where you can be reached
- includes email address(es)

2) Objective

- typically includes type and level of position sought
- may include type and size of organization sought
- emphasizes strongest qualifications and skills relevant to desired job
- avoids trite words such as challenging, stimulating, etc.

3) Education Section

- name and location of the university, college, or training institution in which you are/were enrolled
- degree or program in which you are/were enrolled and date of graduation
- major, minor, concentration, and/or special interest
- GPA and/or major GPA (optional)
- relevant honors and awards
- other degrees, additional education, certificate programs, study abroad, etc.
- for graduate students, thesis and/or dissertation title

4) Related Coursework Section (optional)

- list courses applicable to position in order of relevance
- use courses to supplement experience

5) Experience Section - Each paid, volunteer, extracurricular, or co-op experience relevant to your objective includes:

- title held, organization name, city, and state (also country if not U.S.)
- dates position held
- position description uses action verbs to stress transferable skills, previous accomplishments, and effectiveness (*not* a mere summary of past duties and responsibilities)
- specific examples of related results and responsibilities supporting your objective (they should *quantify* results or responsibilities, e.g. increased sales by 25%, and should also *qualify* that you did a good job, e.g., was commended by supervisor for dependability and outstanding performance)

6) Extracurricular Activities Section (optional)

- lists organizations and positions held
- emphasizes leadership roles and transferable skills

7) Special Skills Section (optional)

- lists any language skills, computer skills, laboratory skills, etc.
- order according to relevance

Things to Consider

√ **Organization**

- sections placed in descending order of importance as they relate to your objective
- within sections, order points according to job relatedness
- use headings to help establish a common ground with employer (Special Training, Teaching Experience, Research Experience)

√ **Content**

- supports and substantiates objective
- stresses transferable professional skills, accomplishments, and results
- only contains personal data relevant to your objective, e.g. language skills, computer skills
- only contains essential information - eliminate all words and characters that are not key

√ **Language**

- free from grammatical, spelling, and punctuation errors
- expressed in a succinct manner
- uses action verbs to begin phrases
- short action-oriented phrases (not complete sentences)
- written in the active rather than passive voice
- uses the vocabulary of the working world, e.g. Strategy Consulting, Outdoor Education

√ **Overall Appearance**

- makes an immediately favorable impression
- easy to visually navigate (sufficient white space)
- inviting to read
- looks professional

√ **Layout and Space Utilization**

- more space between sections than within sections
- adequate margins
- consistent alignment (centered, right justified, etc.)

√ **Highlighting and Emphasis**

- gives an overall pleasing visual effect
- uses different letter styles and sizes (capitalized, italicized, and bold headings)
- well-balanced - does not use highlighting and emphasis too often

√ **Printing and Reproduction**

- paper is high quality, heavyweight bond
- paper is white, ivory, or light grey
- reproduction is clear and professional

Adapted from *Careers: Choice and Challenge*, George Washington University (1993)