



Resume Check List

EDUCATION

- Listed in Reverse Chronological Order
- Only Listed GPA if 3.5 or Higher
- Attended Several Universities Only List the University Graduated
- Leave off High School

PROFESSIONAL EXPERIENCE

- Quantify→ Use Percentages and Numbers When Describing Achievements/Job Descriptions
- Included Only Relevant Work Experience
- Listed the Most Valuable Achievements First
- Started Sentences with Action Verbs
- Use the Past Tense for Not Present Experiences
- Added Relevant Coursework

GENERAL

- Font Size 11 - 12
- Solely White & Black Color
- Checked Spelling
- Checked Grammar
- Fits on One Page
- Did Not Provide Personal Information (SSN Age, Etc.)
- Telephone Number (Includes Area Code)
- Address (Includes Address, City, State Zip)
- Did Not Include Personal Pronouns
- Excluded References
- Send as a PDF
- Limited Abbreviations
- Resume is Consistent with:
 - Size
 - Font
 - Underlining
 - Indents
 - Bolding (Bold One Job Title = Bold All of the Job Titles)
 - Bullets (3- 5 Bullet Points for Each Job Experience)
 - Dates (mm/dd/yyyy or month, yyyy)
 - Numbers (20 or Twenty)