Resume Checklist

Ask yourself "What is this resume being used for?" (First draft, specific internship, fellowship, graduate school, etc.) Tailor your resume for the specific purpose you are writing it.

Layout & Appearance

- Avoid using templates
- Font size and margins (10-12 point font and 0.5-1.0 inch margins)
- Resume is one page long preferably – target your resume
- Name stands out at the top of the page and header includes address, phone number and email
- Formatting is consistent (e.g. bold, font, bullet sizes, heading styles)
- Headings and statements are evenly spaced
- Verb tenses are in the present tense for current jobs
- Verb tenses are in the past tense for previous jobs
- There are approximately 2-6 statements per job

Content

- Header sections (Education, Experience, Activities, and Skills, etc.) are clear and the order is purposeful
- Experiences within sections are listed in reverse chronological order
- Education section states official degree and expected graduation date. If including a cumulative GPA it should be a 3.0 or above.
- Statements demonstrate major accomplishments rather than routine tasks/duties
- Accomplishment statements start with action verbs
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