✓ My Resume Checklist

❑ **Target your resume to a field/industry or specific position**
Research possible opportunities first
Use words and phrases you find in job descriptions
Paint a picture that you know what the position entails and have the experience

❑ **Pick a format**
Use bullets for readability and bold/underline/italics for emphasis, but be sparing
Select chronological, functional or combination format to best highlight your experience
Limit length to 2 pages for most resumes
Remember that we read from left to right and top to bottom, so the most important info should be at the top of each page and section and at the front of every line.

❑ **Brainstorm all possible experiences**
Paid work experiences
Volunteerism
Internships
Significant class projects and research
Leadership in campus/community organizations

❑ **Describe experience in terms of transferable skills**
Use the Liberal Arts Transferable Skills Checklist
Stress teamwork, communication, problem solving, organization, leadership, etc.

❑ **Focus on results and accomplishments**
Give enough detail to show scope of responsibility, e.g.:
    Amount of money earned/saved
    Number of people supervised or served
Mention any formal or informal recognition (e.g. Earned "top salesperson" for weekly promotion three times; earned responsibility of training new hires)

❑ **Show professionalism**
Use professional contact information (e.g. avoid cutesy email addresses)
Don't include personal information not relevant to job (e.g. birthdate, SSN, height, personal interests)

❑ **Double and triple check for typos/grammatical problems, etc.**
Use "spell check" but also rely on human eyes
Have at least one other person review documents, especially after making changes
Get a critique in person or via email from Career Services

Career Services

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