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

- ❑ **Select appropriate paper**
  Cotton-bond, at least 20# weight in white, ivory or grey for viewing by humans
  Plain white paper for scanning by computers

Career Services
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Here to help you get ahead.