



# Resume Checklist

## PERSONAL INFORMATION

- First and last name is clear and bold on top
- Personal information (e.g., name, phone, email address) fits within 2-3 lines
- Font size for email, phone number, LinkedIn, etc. is the same as the font size for the rest of the resume (between 10-12)

## EDUCATION

- Highest degree first and degrees listed in reverse chronological order
- Name of institutions listed and the city
- Degree date includes only the graduation (or expected) graduation month and year
- GPA is listed if greater than a 3.0 (after first semester)
- Relevant coursework from degree is listed

## WORK EXPERIENCE

- Job title, company name, city & state/country documented within 1-2 lines
- All bullet points start with action verbs using the action + skill = outcome formula
- No action verb starts with "used," "worked," "responsible," or "the"
- Work experience elaborates on personal accomplishments with an emphasis on skills and how it was applied

## SKILLS

- Hard/soft skills are organized by category and not by proficiency
- Applicable skills are listed and connected to the field of interest/position
- Most relevant skills listed first
- Unique skills are also included

## PROJECTS

- Project headings are general and reflect the area of expertise rather than the project name itself
- Project descriptions start with an action verb and reflects skills that were applied
- Avoid passive terms such as, "worked on" or "used"
- Projects elaborates on personal accomplishments with an emphasis on skills and how it was applied

## EXTRACURRICULAR/LEADERSHIP/INTERESTS

- Events / activities are relevant to the field, demonstrates use of skillset, or uniquely stands out
- Any life events / activities are listed in reverse chronological order
- Section is listed appropriately and space is limited

