



## Resume Guidelines and Checklist

The first impression you make to a potential employer is your resume. Use this Resume Guideline and Checklist to make sure your resume will help you stand out.

### REQUIRED ELEMENTS ON YOUR RESUME

#### Header is your Contact Details:

- \_\_\_\_\_ Name
- \_\_\_\_\_ Email Address (professionally appropriate)
- \_\_\_\_\_ Phone Number (be sure to have a professional message on your voicemail including your name)
- \_\_\_\_\_ LinkedIn Address (when established)

#### Education:

- \_\_\_\_\_ Degree (Major, Minor) with Month/Year of graduation
- \_\_\_\_\_ University Name & Location (City, ST)
- \_\_\_\_\_ GPA (if a positive reflection of your efforts, usually 3.3. and higher)
- \_\_\_\_\_ Core Certificates
- \_\_\_\_\_ High School for freshman. Sophomores can include if returning to hometown for an internship

#### Work Experience (starting with the most recently held job):

- \_\_\_\_\_ Job Title \_\_\_\_\_
- \_\_\_\_\_ Company Name, Location (City, State) & Dates (Month, Year)
- \_\_\_\_\_ Quantified

*\*Demonstrate your skills and accomplishments in each position with short but detailed bulleted phrases. Bullets should each begin with a strong, unique, tense-appropriate action verb and should focus on quantifiable results or impacts when possible.*

#### Skills:

- \_\_\_\_\_ Include job related skills (e.g. customer service, multi-line phones, filing, computer, language, science/lab) and production skills when applicable
- \_\_\_\_\_ Specialized skills (e.g. bilingual skills, Software)

### OPTIONAL ELEMENTS

#### Objective Statement

- Objective Statements are not effective when uploading to mass websites or using your resume to network.
- If you are applying for a specific position, you can use an objective statement that focuses on the position and the employer’s needs. This helps you reinforce what position you’re applying for, that you’ve done your homework, and that you know what you want. An ex. *\*An Accounting position within a Fortune 500 company that will utilize strong communication, detail, and Excel skills.*

#### Relevant Courses

- Consider adding unique courses beyond general or introductory requirements of your major
- Include courses related to your career goals, objective, and/or skill set in this section – this should only be a list of all the classes you have taken in college
- Relevant coursework can be incorporated into “Education” if you have advanced/specialized coursework related to the industry/position

#### Presentation / Format Tips and Insights:

- One page for most industries - unless experiences merit more pages
- Margins between .6 and 1 inch
- Include results and accomplishments
- Make your name stand out – accent font & size, bolding, heading, and lines in selective areas
- If less than 2 years of professional work experience, list your education first
- List accomplishments that are tied to your work or education experience
- Font size between 11 - 12 pt (except contact details such as phone and email that can be 10 pt)
- Verb tenses (past experience, past-tense verb usage)
- Convert to PDF when submitting electronic applications, checking no format changes occur
- Use Action Verbs
- Use spell check AND have several people proofread