RESUME WRITING CHECKLIST

I HAVE…

PAPER

☐ Used white, ivory, or light-colored, high quality, cotton-fiber 8 ½'' x 11'' resume paper that is not stapled (if there is more than one page).

DELIVERY

☐ Sent a hard-copy resume and cover letter via "snail-mail" in addition to any emailed resume and cover letter.

TEXT & FONT

☐ Used standard type face font such as Times New Roman, Arial or similar.

☐ Used 10-12 point font for the body of the resume (if using 10 point font, make sure it is easy to read). Used 16-22 point font for my NAME.

VISUAL APPEAL

☐ Created margins that are even on all sides but no smaller than 0.5''. Included enough white space in my margins and in my spacing so that my resume is easy to read and visually appealing. (Too much white space looks empty or inexperienced and not enough white space looks too crowded with information.)

☐ Not used graphics or decorative design elements unless I am in a creative field. (It is safe to use a border and/or shading.)

☐ Not used a "wizard". (Resume Wizards are good for initially organizing your information, but you should create your own, unique resume on a blank Word document)

☐ Bolded, capitalized, or underlined my headings so that they stand out.

FORMAT

☐ Kept each section lined up and consistently spaced.

☐ Kept my format consistent. (Example: If you format the year as "200X", make sure to do this throughout your resume. If you spell out the state in your address, such as 'Florida', spell out the states for your jobs.)

☐ Used only the month and year (month is optional) for employment dates and have not included any previous salary information or reasons for leaving on my resume. (Reasons for leaving can be addressed in an interview.)

☐ Tried to keep to my resume to one page (unless you have significant related experience).

☐ Filled the second page at least halfway down the page (if you had to go onto two-pages).

☐ Made sure my second page includes my name, contact information and page number just in case the second page is separated from the first page.

RESUME WRITING CHECKLIST

CLARITY/ACCURACY

☐ Used spell check/grammar check and had my resume proofread by several people (professionals in the field, faculty, Career Services, etc.)

☐ Checked and double checked for spelling errors, typos, and grammatical errors.

☐ Included clear contact information including current address, phone number, email, and industry-related webpage (if applicable).

☐ Included an objective (OPTIONAL) that clearly states what I can do for the employer and not what I want from them.
EXAMPLE: Utilize my organizational and planning skills as well as my marketing and public relations experience in the position of Marketing Manager.

☐ Written out all numbers between one and nine (i.e., one, five, seven), but use numerals for all numbers 10 and above (i.e., 10, 25, 108).

☐ Avoided using acronyms and abbreviations.
EXAMPLE: Member, Organization for Students Actively Pursuing Equality (OSAPE)

PROFILE/SKILL SUMMARY

☐ Used a Summary or Profile (OPTIONAL) that explains in 3-5 bullets why I am best qualified for the position (includes top 3 skills, summary of background/experience within the industry, and job-specific keywords. Remember to "speak" the employer's language!)

☐ Listed any technical/computer skills (including specific programs) that are relevant to the position I am seeking. (This can be a separate category or listed under your Summary statement.)

EDUCATION

☐ Included my education, with degree and graduation date. (Include expected graduation date if you have not graduated yet.)

☐ Included 'Academic Accomplishments' or 'Academic Achievements' including GPA, honors, awards, scholarships, etc.

☐ Included 'Relevant Coursework/Projects' including senior thesis, project titles, etc.

☐ Not included high school experience if I am past my sophomore year.

EXPERIENCE

☐ Listed *all* paid, unpaid, full-time, part-time, internship, or volunteer experience. Described in detail my relevant experience and mentioned any additional unrelated experience (to fill in work history). Non-related work experience can be summarized using only job title, organization, and dates.

EXAMPLE: *Waitress*, Ruby Tuesday's, Daytona Beach FL: Summer 200X

☐ Included leadership and extracurricular involvement. Included "Level of Responsibility", Organization, Dates and list specific accomplishments if related to the position you are applying for.

EXAMPLE: *Committee Member*, Student Organization, 200X-present

☐ Categorized my experience into categories such as 'RELATED EXPERIENCE', 'ADDITIONAL EXPERIENCE', 'LEADERSHIP', 'ACTIVITIES', etc.

RESUME WRITING CHECKLIST

EXPERIENCE (continued)

☐ Not included unrelated jobs that go back too far in years (go back only 7-10 years).

☐ Made sure my experience is in chronological order (from present to past).

☐ Used <u>action verbs</u> to begin each descriptive phrase (under "Experience" section).

☐ Included accomplishments/achievements using quantities, amounts, and dollar values in order to enhance the description of my accomplishments.

☐ Outlined skills that I have used, not just duties I have performed (sell it, don't just tell it!)

☐ Not used phrases like "Responsible for" and "Was in charge of." (Use words such as "Managed" or "Oversaw" or "Supervised" instead)

CONTENT

☐ Created a resume that supports my profile (Your profile is like the thesis of your resume, and the body of your resume should back up each statement in your profile)

☐ Not included too much unrelated information (stay on track; keep the position in mind)

☐ Used past tense for experience completed in the past and present tense for current experience.

☐ Not repeated the same information too many times (If you find yourself doing this, consider using a <u>functional/combination format</u>).

☐ Not used the personal pronoun "I" or other pronouns such as "He, She, His, Her" in the body of my resume (ONLY time "I" or "my" is acceptable is in your OBJECTIVE).

☐ Not included any personal information or potentially discriminatory data or any unrelated personal interests and hobbies such as "enjoy reading, long walks, music, knitting, and puzzles" (include interests ONLY if it is related to your career Objective)

☐ Not included a photograph unless requested.

☐ Not included a "References Available Upon Request" statement at the bottom of the resume (Not wrong, but not necessary. It is understood that an employer will request references if needed)

☐ Created a separate Reference page including each contact's name, title, organization, address, phone, and email. (Limit to 3 references) This Reference page must also contain your contact information.

DISCLAIMER: Many individuals have strong opinions about how to format your resume and what to include on your resume. Although Career Services can give you guidelines and suggestions, what you include on your resume is ultimately up to YOU. So, have a few people (faculty, professionals in the field, Career Services) review your resume and carefully consider their advice and suggestions. The goal is to create an effective marketing tool – a resume that advertises you as the best candidate. And…remember to thank those who help to critique your resume. ☺