Career Development Services

Resume Check Points

Overall:

Is your full name at the top of your resume in a larger and bolder font than the rest of the text?

Is your address, phone number, and e mail address current and correct?

Is your e mail address professional and is it one you check frequently?

Is your resume well laid out (i.e. not too many while spaces, but not too crowded either) with at ¾" margins on all

Have you used a consistent and conservative font throughout your resume?

Education:

Have you placed your Education at the top of your resume under the Objective if you are a recent graduate?

Did you include your degree including major, your college or university, the city and state of the university or college, and the month/year of your degree completion?

Have you listed your GPA if 3.0 or above?

Have you listed academic honors Dean's List, Scholarships, etc.?

Have you listed relevant/related classes and/or computer skills?

Have you included work on class projects, study abroad, etc.?

Work Experience/Employment History:

Have you considered a Related Experience section for positions applicable to the one you are applying for?

Have you listed job positions in order of relevance to the employer?

Did you list your position title, employer, city and state, dates of employment?

Did you use bullets to make important points and did you begin each phrase with a powerful action verb describing your accomplishments?

Have your included only skills important or relevant to the type of position you seek?

Could an employer quickly scan your resume and find a number of key words and action verbs to easily grasp a picture of you as a worthy employee?

Skills:

Have you considered including computer or language skill section if applicable to the position?

Have you included any certificated that are applicable to the position?

Honors/Awards/Activities/Volunteerism:

- Have you included those that demonstrate important abilities or characteristics in the workforce?
- Did you remember to prioritize (by dates or by relevance)?
- Have you included **leadership** positions?
- Have your included work on club projects and expressed your participation as you would a job?

Is your resume?

- Free of typos, spelling, and grammatical errors?
- Organized and prioritized to demonstrate the skills employers need?
- Full of appropriate action verbs and work specific nouns?
- Easy for an employer to visually and electronically scan (no major underlining, no odd symbols)?

Does your resume?

- Match the specific qualifications stated by the employers in the job description?
- Focus on achievements particularly on these directly related to job specific skills and qualifications?
- Emphasize your education, internships, relevant work experience, course projects, community service, leadership activities, professional affiliations, and/or technical skills?
- Use bold employers