



CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT

Resume Checklist

Use your 21st century career-readiness skills in communication and professionalism to create your self-marketing materials:

TARGET YOUR RESUME TO A FIELD/INDUSTRY OR SPECIFIC POSITION

- Research possible opportunities first
- Use words and phrases you find in job descriptions
- Convey 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, GRAMMAR ERRORS, ETC.

- Use spell-check but supplement with human eyes
- Have at least one other person review documents, especially after making changes
- Get a critique in person or via email from the Center for Career & Professional Development