Resume Checklist

Format

☐ Use the same font style and size throughout your resume, preferably 11 or 12 pt
Your name should be larger (14-16 pt.) and bold to stand out
Use an easy to read, traditional font type such as Times New Roman, Arial, Garamond

☐ Bold and capitalize resume sections/headings (e.g. EDUCATION)

☐ Margins: left and right margins should be no less than .5 inches and no wider than 1.0 inch. Top and bottom margins should be no less than .5 inches.

☐ Dates: When possible, use years not months (2007-2008) or use semesters (Fall 2010)

☐ Justify dates to the right margin

☐ Use bullets not paragraphs of text for easy reading

☐ Resume sections:
- **Contact Information** – in resume header
- **EDUCATION**
- **EXPERIENCE** (Optional: You may delineate types of experience, e.g. **TEACHING EXPERIENCE, CLINICAL EXPERIENCE, RELEVANT EXPERIENCE, ADDITIONAL EXPERIENCE,** etc.).
- **VOLUNTEER EXPERIENCE** (Optional: You may choose to include all your volunteer or community service under the EXPERIENCE section, especially if the work is relevant to your career objective.)
- **SKILLS** (Include computer and language skills. Optional: You may include skills particularly relevant to your career objective.)

Content

☐ List academic degrees and employment experience in reverse chronological order, i.e. most recent first

☐ Resumes should be no longer than 2 pages. Put your name and page number on the second page. The first page is not numbered.

☐ **Contact Information** should include: Your name, address, telephone number, e-mail

☐ **EDUCATION** section includes your college educational history. It is not necessary to include high school unless you are early in your college career or it is pertinent to your career goal. Use this section to highlight: Your areas of study, GPA if over 3.0, Activities, Honors, Awards, Leadership, and Academic Projects, if relevant. If your field requires a license for employment, this information should also appear on your resume, e.g. MTEL Initial Licensure.

☐ **EXPERIENCE** section highlights your skills and accomplishments. Entries should include: Company Name, Location, Dates of Employment, Job Title and Accomplishment Statements.

Collegiate Publishing Company, Boston, MA   2009- Present
Marketing and Communications Intern
- Created and distributed press releases about company's achievements to over a hundred media outlets, successfully promoting brand awareness.

☐ Begin accomplishment statements with action verbs

☐ Skills section should include computer and language skills. (Optional: You may include skills particularly relevant to your career objective.)