



# 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 white spaces, but not too crowded either) with at least 1/4" margins on all sides?
- 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 you 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 certifications 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 you 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 employer in the job description?
- ' Focus on achievements, particularly on those 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