



# Resume Checklist

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Writing a resume can be difficult. It may be hard to know if you formatted your resume ok, if you included all the necessary information, or too much information. Before Career Services sends your resume to employers, schedule an appointment with a Career Services staff member to critique and approve your resume. **Prior to meeting with a staff member to discuss your resume, it is important for you to review this checklist and revise your resume yourself.** When revising your resume, if there is anything you are unsure about, you may discuss these things when you talk with a staff member. For a more detailed explanation and examples of resume formats, refer to the Resume Handout from Career Services available online at <http://www.fhsu.edu/career/jobhandouts.shtml> or check out a book from the Career Resource Library.

## I. General Guidelines

- A resume is a marketing tool, not a comprehensive job history. Include only those things that will help you get the job you want. Leave off those things that will not.
- List your strongest qualifications first on your resume.
- Do not use personal pronouns like “me” or “I.”
- Do not include a reference list or a cover letter as part of your resume – these should be maintained as separate documents.
- Use consistent and proper punctuation. Run a spell check and proofread.

## II. Specific Resume Categories

**Contact Information:** Include the following contact information:

- \_\_\_ 1. Name in a font as large or larger than the largest font in the resume so that it stands out.
- \_\_\_ 2. Current address. No need to list permanent address unless the employer should contact you there.
- \_\_\_ 3. Home phone number and be sure to have an answering machine in working order with a professional message.
- \_\_\_ 4. E-mail address because many employers make contact through e-mail and because you need to appear to be computer literate.
- \_\_\_ 5. URL of your homepage if you have one and only if content is appropriate for employer viewing.

### Objective – Optional

- \_\_\_ 1. If you choose to write an objective, be sure it is geared toward how your skills will benefit the company not how the company can benefit your experience. For example, instead of “Searching for position that will use my background and education and provide potential for promotion.” Try: “Seeking position related to a year of experience in public relations and Bachelor’s in Marketing. Consistently recognized as a person that goes above and beyond.”
- \_\_\_ 2. Specify industry and / or job title or area of interest, see example above.

## Education

- \_\_\_ 1. Put your education section in reverse chronological order directly after your job objective, especially when searching for an internship, unless your experience is more important.
- \_\_\_ 2. Spell out degrees i.e. Bachelor of Science not B.S.
- \_\_\_ 3. Put month and year of graduation, do not put exact dates, do not put “expected” or “projected” graduation i.e., if you are graduating in May 2005, put May 2005.
- \_\_\_ 4. Emphasize your degree by placing it before your university and in bold. Do not bold your institution.
- \_\_\_ 5. Include GPA if it is 3.0 or above, use GPA abbreviation not G.P.A., and do not round to more the 2<sup>nd</sup> decimal place i.e., 3.25 not 3.249.
- \_\_\_ 6. Do not include high school unless you attended a private prestigious school that might be recognized.
- \_\_\_ 7. If you financed your education, say so, for example: “Maintain a 3.5 GPA while working full-time to pay 75% of tuition.”

## Experience

- \_\_\_ 1. List your experience in reverse chronological order.
- \_\_\_ 2. Include full and part time jobs, paid or unpaid internships or practicum’s, and volunteer work especially if it is related to your desired job.
- \_\_\_ 3. Do not include whether the jobs were full or part time.
- \_\_\_ 4. Put past employment experience in past tense.
- \_\_\_ 5. Put present employment experience in present or past tense.
- \_\_\_ 6. Include month and year or just years of employment, not exact dates.
- \_\_\_ 7. Include only city and state for employer location not complete address
- \_\_\_ 8. Include numbers to quantify experience where possible, for example - # of employees supervised, size of budget managed, # of workshops taught or projects coordinated, \$ amount saved by your ingenuity.
- \_\_\_ 9. Be consistent with use of periods i.e., either use them or don’t use them on every phrase / sentence.
- \_\_\_ 10. Accentuate skills that relate to job target and major – listing the most important skills and accomplishments first.
- \_\_\_ 11. Focus your descriptions on what you accomplished and how you made yourself valuable to past employers rather than your responsibilities. Instead of: “Responsibilities included implementation of policies and procedures, training of new employees, interfacing with subordinates and vendors.” Try: “Worked with staff and vendors to increase product turnover by 15% and sales by 23%. Trained 14 new employees, 5 of whom were rapidly promoted.”

## Computer Skills

- \_\_\_ Include a section on computer skills unless you have none.

## Language Skills

- \_\_\_ 1. Include if applicable.
- \_\_\_ 2. Non-native English speakers should not include English, this is assumed.

## III. Optional Categories

Include some of the following categories in addition to those listed above if you have limited experience: Honors, Course Projects, Volunteer or Community Activities, Interests, and Availability.