



SCHOOL OF
ECONOMICS
& BUSINESS
ADMINISTRATION

RESUME CHECKLIST

	Name/Date:
<input type="checkbox"/>	FONT SIZE/STYLE: at least 11.5, Arial, Calibri - SAME THROUGHOUT
<input type="checkbox"/>	GRAMMAR: corrected any spelling or punctuation errors; omitted pro-nouns (ex. I am, I did, he/she did); omitted periods with bullet points; bullet items begin with capitalized verbs
<input type="checkbox"/>	FORMATTING: all text is left aligned, dates are right aligned
<input type="checkbox"/>	CONTACT INFO: name is bold and at larger than all other text (suggest size: 14-16 font)
<input type="checkbox"/>	CONTACT INFO: includes my professional email address, updated phone number, and LinkedIn profile link
<input type="checkbox"/>	LINKEDIN PROFILE LINK: checked this link to be sure it works
<input type="checkbox"/>	EDUCATION: section is updated with my major, concentration, minor, graduation date, and honors. Included relevant projects
<input type="checkbox"/>	EXPERIENCE: section is updated with my information including Job Titles, Company Names, City, State, and Dates - in reverse chronological order with the most current job first
<input type="checkbox"/>	EXPERIENCE: each job includes accomplishment statements
<input type="checkbox"/>	EXPERIENCE: accomplishment statements use impactful verbs; (omit “responsible for”, “led”, “handled”, “managed”, “helped”); use the accompanying RESUME VERBS documents for alternatives)
<input type="checkbox"/>	ADDITIONAL SKILLS: section is updated to reflect my skills
<input type="checkbox"/>	ACTIVITIES, LEADERSHIP, ASSOCIATIONS: section is updated to reflect my participation with any clubs and teams, both on campus and off campus