

Resume Checklist

FORMAT:	Y/N?	Notes:
Full page but not overcrowded		
The name is largest and stands out; 16 font (or more) and bold		
Choose and list two methods of contact (Email, LinkedIn url, phone number, etc.)		
Formatting makes it easy to quickly identify section headings, job titles, and organizations		
Minimum 2 bullets per job; 3 bullets per job suggested.		
Fonts, font sizes, and other features (such as boldface type) are used in a consistent pattern throughout resume.		

EDUCATION SECTION	Y/N?	Notes:
Includes degree, institution, location, expected graduation date, major, & GPA (if desired)		
Study abroad location (if applicable) is listed.		
Thesis title or topic (if known) is listed.		

EXPERIENCE SECTION	Y/N?	Notes:
Experience includes paid, unpaid, volunteer, leadership roles, teams, and applied class projects.		
List job title, organization, location and start/end dates (month, year).		
Bullets should follow this format: Action Verb + Task + Purpose/Result		

Whenever possible, bullets should include quantifiable results.