

Résumé Checklist

Use these tips to ensure that your résumé contains the required elements before submitting it to potential employers.

Content & Style

The top of the résumé should feature your contact information. This section generally includes your name, mailing address, telephone numbers and email address. Be sure to make your name stand out by bolding and increasing its size on your résumé.

Enter a clear, focused objective. Tailor your entire résumé so that it targets a specific company and/or position. Make sure content in other areas of your résumé supports your objective.

Include your education information:
Degree earned; college or university name and location; and date awarded (month/year format).

If you have not yet graduated, place an expected graduation date in your education section.

Recent graduates may list GPA if it is above a 3.0.

Create your work experience section. Each entry should include job title, employer, location and dates employed.
List jobs in descending order, starting with the most recent position.

List your job duties and use action verbs (see the great action verb article in this guide!).

Consider adding sections to your résumé

- Profile** section featuring 3-5 of your top skills and characteristics
- Computer skills**—Today's employers want them
- Activities** section listing your noteworthy extracurricular participation
- A list of recent **awards, honors** and **accomplishments**

Place "References are available upon request" at the bottom of your résumé, and create a separate references sheet with the names, titles and contact information of people who can speak about your qualifications.

Paper & Printing

Use only quality bond paper. Paper should measure 8.5 x 11 inches and be white or cream in color.

Résumés should be prepared on word processing or résumé-building software with full spell check and proofing. Be sure to print final copies on a high quality laser printer.

Use no more than two fonts and sizes, usually between 10 and 12-point size in Times New Roman or Arial.

Résumés are typically one to two pages, depending on previous experience. Keep margins between .75 and 1.25 inches.

Grammar and spell check your résumé. Have a career counselor or trusted friend proofread your résumé before submitting it to employers or upload it on Connections!

Let Career Services help you with your résumé.