



## Resume Checklist

	<b>Format</b>
•	Applicant Tracking System friendly (no templates, charts, special formatting, or color)
•	Easy to scan and read left to right and top to bottom (keep it 1 page with narrow margins)
•	Section headings are bold or in all caps; font size is at least 10 (recommended fonts: Times New Roman, Arial, or Open Sans)
•	Each section is in reverse chronological order with all dates right justified
•	Consistent use of periods, date formatting, and spacing
•	No spelling or grammar errors
	<b>Name/Contact Info</b>
•	Name should stand out by being center justified; font size is at least 14
•	Phone number and email address are separated with a symbol (ex: • or - or   ) and easy to read
•	Optional: LinkedIn Profile should be listed with a shortened URL; LinkedIn content should match resume
	<b>Summary of qualifications</b>
•	Concise summary of your top skills and abilities

<ul style="list-style-type: none"> <li>●</li> </ul>	<p>Bullets (4-6 are recommended) that describe your abilities and are customized for the job posting</p>
<ul style="list-style-type: none"> <li>●</li> </ul>	<p>Each bullet should be supported by data or evidence in the sections below (Education, Licenses and/or Certifications, Professional Experience, and Volunteer Experience)</p>
	<p><b>Education</b></p>
<ul style="list-style-type: none"> <li>●</li> </ul>	<p>Degree, Title, and Major (bold), City, State (not in bold)</p> <ul style="list-style-type: none"> <li>- Anticipated graduation date aligned right</li> <li>- Honors, athletics, or relevant project (high school information is not necessary unless you have minimal job experience or haven't graduated college)</li> </ul>
	<p><b>Licenses and/or Certifications</b></p>
<ul style="list-style-type: none"> <li>●</li> </ul>	<p>List different licenses and certifications, if applicable (ex. American Heart Association CPR, expires 10/6/2025)</p>
	<p><b>Professional Experience</b></p>
<ul style="list-style-type: none"> <li>●</li> </ul>	<p>Lists position title (bold), organization (bold/italics), City, State, start/end dates right justified</p> <ul style="list-style-type: none"> <li>- Start from your most recent job first</li> <li>- Organization Name/Location</li> <li>- How long did you work there? (EX. January XXXX - June XXXX)</li> </ul>
<ul style="list-style-type: none"> <li>●</li> </ul>	<p>Outline experience in bullets; use action verbs at the beginning of each bullet (remember to use present tense for a current position and past tense for former positions)</p>
<ul style="list-style-type: none"> <li>●</li> </ul>	<p>Lists at least 2-3 bullets that describe skills (not tasks): Describe WHAT you did, HOW you did it, and the OUTCOME</p>
	<p><b>Volunteer Experience</b></p>

●	List position title (bold), organization (bold/italics), City, State, start/end dates right justified <ul style="list-style-type: none"><li>- Clubs</li><li>- Associations</li><li>- Volunteer organizations</li></ul>
●	Outline experience in bullets; use action verbs at the beginning of each bullet (remember to use present tense for a current position and past tense for former experiences)
●	Lists at least 2-3 bullets that describe skills (not tasks): Describe WHAT you did, HOW you did it, and the OUTCOME