Resume Checklist

Layout, Appearance, and Format	Y/N	Comments
Is the resume an appropriate length? *(1 page for undergraduate, 2-3 pages for graduate)*		
Are the **margins** between 0.5" and 1"?		
Is the **font style** polished and professional*? (Times New Roman, Arial, or Calibri recommended)*		
Is the **font size** between 10 and 12 for the body, and between 16 and 18 for the name?		
Does the writer use bolding, underlining, italics, and/or all caps for **emphasis**?		
Does the writer use only 1 font color? *(Black preferred)*		
Is there an appropriate **balance** of text and white space?		
Are dates listed in **reverse chronological order**?		
Is the resume **consistently formatted**?		

Content: Header	Y/N	Comments
Does the header include the writer's **full name**?		
Does the header include a **professional email address**?		
Does the header include a **phone number**?		

Content: Education	Y/N	Comments
Does the education section include the **full name of the school/university** where the writer earned a degree?		
Does the education section include the **city and state** where the school is located?		
Does the education section include the writer's **graduation date**? *(Month Year)*		
Does the education section include the writer's **degree**? *(Bachelor of Science, Bachelor of Arts, etc.)*		
Does the education section include the writer's **major, minor, and/or concentration**?		

Content: Skills	Y/N	Comments
Does the writer list only **technical/"hard" skills**? *(e.g. foreign/coding languages, laboratory equipment, etc.)*		

Content: Experience	Y/N	Comments
Does each experience include the **name** of the employer/organization?		
Does each experience include the **location** (city and state) of the employer/organization?		
Does each experience include the writer's **position title**?		
Does each experience include the **date range** of the writer's employment?		
Does each experience include a bulleted list of accomplishments, beginning with an **action verb** and **highlighting key knowledge, skills, and abilities** relevant to the intended audience? Does the writer **quantify** where appropriate?		

Additional Considerations:

RESEARCH EXPERIENCE: Have you conducted research in the classroom, in the lab, or in the field? This could be valuable information to include on your resume! If your research was conducted in a discipline other than your intended field, consider the transferable skills you gained from that experience. If the research you conducted was in your intended field, be specific, be detailed, and use terminology relevant to the position to which you're applying.

COURSE PROJECTS/RELEVANT COURSEWORK: If you do not yet have relevant work experience in your intended field, consider including a "Course Projects" section. This section would be formatted similarly to an experience section (see the "Content: Experience" section of the resume checklist) and would focus on the relevant knowledge, skills, and abilities you have gained in the classroom. This demonstrates to employers your ability to apply classroom learning to practice. If you want to spotlight lecture classes that don't necessarily have projects associated, the names of those courses could be listed in the education section, or as part of a separate "Relevant Coursework" section (limit to 5-6 courses).

HONORS AND AWARDS: Do you have honors and awards that you believe could make your application stand out? These could be included on the resume in a few ways. If you have 1 or 2 standout awards, consider including them in the "Education" section. If you have more than 3, it would likely be best to create a separate "Honors and Awards" section and list them there.

ACTIVITIES/EXTRACURRICULAR INVOLVEMENT: An activities section can be a great way to showcase your involvement on campus and in the community. This could be formatted like an experience section, or could be shared as a list. If you would like to include interests that are more personal or individual in nature, be sure to describe them in terms that fit the professional context. Remember to include dates!

Action Verbs
Looking for ways to make your descriptive bullet points stronger? Take a look at this list of potential action verbs for ideas:

Accomplished	Completed	Familiarized	Monitored	Scheduled
Adapted	Concluded	Gained	Negotiated	Solved
Administered	Conducted	Generated	Obtained	Started
Advised	Coordinated	Identified	Operated	Streamlined
Analyzed	Corresponded	Implemented	Organized	Strengthened
Arranged	Created	Improvised	Participated	Structured
Assembled	Demonstrated	Increased	Planned	Supervised
Assessed	Designed	Influenced	Presented	Surveyed
Authored	Developed	Initiated	Produced	Taught
Bargained	Drafted	Interpreted	Promoted	Trained
Budgeted	Edited	Introduced	Purchased	Translated
Built	Encouraged	Investigated	Recruited	Traveled
Calculated	Established	Maintained	Reduced	Updated
Classified	Evaluated	Managed	Represented	Upgraded
Communicated	Examined	Marketed	Researched	Utilized

Other Comments/Feedback