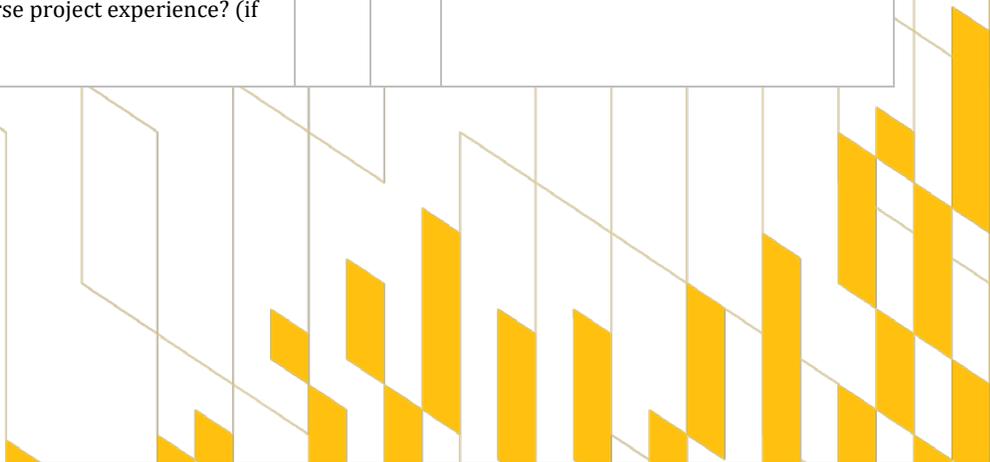


## *Resume Checklist*

<b>LAYOUT &amp; FORMATTING</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is my resume an appropriate length? (1 page preferred)  If it is two pages, does the content on the second page fill at least half the page? Is my name and page number included on the second page?			
Does my resume have around 1" margins (1/2" minimum)?  Is the font easy to read and size 10 pt. minimum, 12 pt. maximum?			
Is the formatting (e.g., bold, font, bullets, dashes, dates, heading styles) consistent throughout the resume? Are the headings and statements evenly spaced?			
Are verb tenses in the present tense for current jobs?  Are verb tenses in the past tense for previous jobs?			
Are my experiences in each section in reverse chronological order? (e.g., most recent first)			
Is my resume completely free from spelling, punctuation and grammatical errors? Have I followed the rules of capitalization? Have I eliminated the words "I" "me" and "my" from my resume?			
Is my resume easy to read? Is there a good balance of white space and text?			

CONTENT	Yes	No	Comments
<p><b>Contact Header:</b> Is my name at the top of the page and in bold (18 pt. font)? Are my address, phone number and email easy to read? Is this contact information the best way for an employer to reach me?</p> <p>**If posting resume on public job board, do not include full address. List City, State.</p>			
<p><b>Objective (optional):</b> Does my objective statement clearly state what I am seeking and what I will bring to the position?</p>			
<p><b>Headings:</b> Did I include the following headings: Education, Experience and Skills? Are there headings that will help draw attention to the most relevant information for this position (Related Coursework, Related Experience, Internship Experience, Research, Leadership Activities, Honors &amp; Awards, Certifications, Professional Memberships, etc.)?</p>			
<p><b>Education:</b> Does my education section state my institution (e.g., Towson University), institution location (e.g., Towson, MD), official degree (e.g., Bachelor of Science), major, minor, and graduation date (month and year)?</p> <p>Did I include my cumulative GPA (if a 3.0 or above)? Is my GPA accurate? (optional)</p> <p>Are there any relevant honors or awards that I want to include in this section? (e.g., Dean's List)</p>			
<p>If more than one degree is included, are they listed in reverse chronological order? (Note: high school usually drops off the resume by sophomore year)</p>			
<p>Did I include study abroad experience? (if applicable)</p>			
<p>Did I include relevant coursework/course project experience? (if applicable)</p>			



CONTENT	Yes	No	Comments
<p><b>Experience:</b> Did I include my role, name of the employer/organization, dates employed/involved (month &amp; year), city and state (e.g., MD) for all positions?</p>			
<p>Do I have approximately two to six statements in bulleted format per position?</p>			
<p>Do my statements (i.e., bullet points) demonstrate major accomplishments rather than routine tasks/duties? Check the statements that demonstrate your accomplishments.</p>			
<p>Do my accomplishment statements start with action verbs?</p>			
<p>Do my accomplishment statements demonstrate the use of key skills desired for the targeted position?</p>			
<p>Do my statements demonstrate the results of my accomplishments? Did I quantify my results (e.g., use numbers when possible)?</p>			
<p><b>Skills:</b> Is the content listed in this section relevant to the targeted position? Have I used subcategories if necessary?</p>			
<p>Have I included level of proficiency where applicable?</p> <p>Have I included evidence of using or developing the NACE Career Ready skills?</p>			
<p><b>References:</b> Have I created a separate document for references and removed statements such as “References Available Upon Request”?</p>			

\*Checklist adapted with permission from George Mason University