



Resume Resources & Checklist

(Adapted from Vanderbilt University Career Center)

General Resume Guidelines

- ☐ A resume is a marketing tool, not a complete job history. Include **only** the items that will help you get the job you want. Leave off superfluous information. Try to **target** your resume to a specific position, industry, or goal.
- ☐ Your resume should be **one - two full pages** in length, but preferably one full page.
- ☐ Your document should look **balanced**, pleasing to the eye, and **easy to read**.
- ☐ Your resume format (bolding, italics, etc.) **must be consistent** throughout your document.
- ☐ The body text font size should be **between 10pt and 12pt**.
- ☐ Use consistent and **proper punctuation**.
- ☐ It is not necessary to include a list of professional references nor the statement, "References Available Upon Request." Your reference list should be a **separate** document.
- ☐ Run a **spell check AND proofread** carefully. Have at least two additional people review your resume.

Contact Information

- ☐ **Name:** Make it the largest font on your resume, so your name stands out (16-18 pt). Your contact information can be a smaller font (10-12 pt).
- ☐ **Address:** Include your permanent address and/or school address.
- ☐ **Phone number:** Be sure your voice mail sounds professional when you answer.
- ☐ **Email address:** Avoid using "cute" or inappropriate email usernames.
- ☐ Include the URL of your website if you have one and **ONLY** if the content is appropriate for employers.
- ☐ Include a "Public Profile URL" for your LinkedIn page if your profile is complete and professional.
- ☐ Remove any automatic hyperlinks on your email address and URL.

Objective *(Optional)*

- ☐ Keep your objective **short and concise**. Focus on your goal and skills NOT what you hope to gain.
- ☐ **Eliminate personal pronouns** such as "I" and "my" from your objective and in your resume.

Education

- ☐ List degrees in reverse chronological order (most recent listed first).
- ☐ **Spell out** names of degrees (i.e. "Bachelor of Science", not "BS").
- ☐ Emphasize your university by placing it **before** your degree and in **bold**.
- ☐ Include the **city and state** after the institution name (there is no need to include the zip code).
- ☐ List the month and year of your graduation. (i.e., if you are graduating in May 2018, write "May 2018").
- ☐ Include GPA if it is 3.0 or above or if it specified in the job posting, and use "GPA" (not "G.P.A."). Round the number up (i.e., 3.25, not 3.249).
- ☐ If you have completed a study abroad experience, include it in the education section.
- ☐ If you financed your education, indicate so. For example, "Maintained a 3.5 GPA while working part-time to pay 75% of tuition."

Experience

- ☐ List your experience beginning with the most recent position (reverse chronological order).
- ☐ Include full-time and part-time jobs, paid/unpaid internships or practica, and volunteer work especially if it is related to your desired job.
- ☐ Use bold print and/or italics to highlight your *job title* and **company/organization name**.
- ☐ Include **city and state** for employer location, not the complete address.
- ☐ When listing dates, you may include the **month and year or semester and year** of employment, but be consistent throughout with the format. It is not necessary to include exact dates.
- ☐ Do **not** include information such as salary, supervisor's name, etc.
- ☐ List accomplishments and skills gained using **bullet points** instead of writing them in paragraph form.
- ☐ Use **strong action words/verbs** to describe your experience. Avoid passive phrases such as "responsible for" and "duties included". **Eliminate personal pronouns** (I, me, we) and articles (a, an, the).
- ☐ Use appropriate **verb tense**. Use present tense action words to describe present employment experience and past tense action words to describe past employment experience.
- ☐ Include numbers to **quantify** experience where possible. For example, # of employees supervised, \$ amount of budget managed, # of workshops taught or projects coordinated, \$ amount saved by your ingenuity.
- ☐ Focus on your accomplishments/results and how you were valuable to past employers instead of your responsibilities. Instead of *"Responsibilities included implementation of policies and procedures, training of new employees, interfacing with subordinates and vendors,"* try *"Collaborated with staff and vendors to increase product turnover by 15% and sales by 23%. Trained 14 new employees in sales strategies, 5 of whom were rapidly promoted."*

Skills

- ☐ Include computer and programming skills and name the software programs in which you are proficient.
- ☐ Include applicable language skills.

Additional Categories

You may also include some of the following categories if applicable:

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| ▪ Honors/Awards | ▪ Certifications/Licenses | ▪ Publications |
| ▪ Extracurricular Activities | ▪ Course Projects | ▪ Presentations |
| ▪ Volunteer/Community Service | ▪ Research | |