

Your RESUME CHECKLIST

Guide

OVERALL DOCUMENT FORMAT

- Is the formatting consistent, not too much white space, and appropriate margins used (between .5" and 1.25")?
- Is the font size between 10-12pt, and used consistently? Is the typeface professional and easy to read?
- Is the resume free of grammatical and spelling errors?
- Do you use present tense for current positions and past tense for past experiences?
- Is the document an appropriate length (one page suggested)?
- Are content sections listed in order of what is most relevant, with Objective and Education at the top?
- Are items within content sections listed in reverse chronological order?
- Do you use short, concise statements and avoid using personal pronouns (I, me, my)?

CONTACT INFORMATION

- Does the resume contain the necessary contact information? Did you provide your name, mailing address (permanent and/or local), email address, phone number, LinkedIn URL?

OBJECTIVE

- Does the objective clearly describe the position or type of position you are seeking? Does it include what skills you seek to use/develop?

EDUCATION

- Does this section begin with University of Maryland academic information? Degree, major/concentration, graduation or anticipated graduation date?
- Are honors, academic scholarships and awards listed (if applicable)?
- Are relevant courses, study abroad experience and research included?
- Is GPA treated appropriately? Included if 3.0 or above, omitted if below 3.0.

EXPERIENCE SECTION(S)

- Does each experience include position title, organization name, location and date/duration? Student, class and university included if the experience was a course project?
- Does the resume exclude all outdated experiences? Omitting high school information after your UMD sophomore year?
- Do your bullet points start with strong action verbs?
- Do your bullet points identify the knowledge, skills and abilities utilized in that position?
- Do your bullet points effectively describe what you did, how you accomplished it, why the task was important, and/or what impact your performance had within the organization?
- Are your experiences described in ways that support your objective and do you use career field specific language?
- Have you included keywords that are found in the job description?

ADDITIONAL EXPERIENCE & SKILLS

- Are relevant non-work experiences, extracurricular activities, volunteer work, leadership roles, etc. included in an additional section?
- Is your "Skills" section limited to technical and language skills relevant to the position that you are seeking?

REFERENCES

- Does your resume exclude names of references or the phrase: "References available upon request"?

BOTTOM LINE

Overall, are you proud of the way your resume looks and reads? Have you made the key information easy to find and understand? Can you provide a rationale for each piece of information included (in terms of relevance)?

Lastly, the purpose of a resume is to obtain an interview. If you were an employer, would you want to interview the person represented by this resume?