

RESUME CHECKLIST

FORMATTING

- Keep resume to one page in length.
- Make sure your information fills the page without looking crowded.
- Emphasize major headings using capital letters, underlining or bold.
- Use Bullets, Bold, Italics, Underlining and indenting appropriately.
- Proofread your resume to make sure it is free of grammatical errors.
- Keep spacing and formatting consistent throughout document.
- List dates consistently throughout the resume.
- Use only appropriate fonts (Times, Arial Narrow, Verdana, Garamond, Goudy, Georgia, etc.) Keep font sizes 10, 11, or 12 pt. for text and 12, 14, or 16 pt. for headings and name.
- Do NOT include pictures and/or graphics.
- Do NOT include personal Information (Age, Height, Weight, etc.)
- Set margins to approximately 1 inch on all sides.

NAME/ADDRESS

- Put your full name on the top line of the resume.
- Include city, state, and zip only. No need for full address.
- Include telephone number with area code (Be sure it is a number where you can be reached).
- Make sure your email address is professional.

STUDENT SUMMARY (If you choose to do so)

- Use a profile to summarize key accomplishments relevant to the job
- Highlight key skills or qualifications relevant to the job.
- Do NOT use personal pronouns such as "I, me, or my."

EDUCATION

- List the name of your high school, along with the city and state.
- Include the month and year of graduation or expected graduation.
- Do NOT list dates of attendance.
- Include GPA if it is 3.0 or higher.

HONORS

- List any Scholarships, Grants, Honor Societies, and Awards.

SKILLS

- List any relevant technical skills.
- Reflect skill level accurately (proficient, working knowledge, etc.).
- Include language skills that are accurately reflected (fluent, conversant, etc.)

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- Do NOT include vague generalities (such as “strong communication skills”).
- Leave off any outdated or obsolete skills

EXPERIENCE

- Include Internship/Co-Op Experience, paid work, and volunteer work.
- Include the position title, company name, city, state, and dates of employment.
- Begin each job description with an action verb.
- Focus descriptions on accomplishments.
- Quantify and qualify descriptions when possible (ex. Increased sales by 30%).
- Use bullet points and action verbs when describing experience.

LEADERSHIP & ACTIVITIES

- List high school and community activities as you would a job or internship.
- Highlight leadership positions and describe accomplishments using bulleted points.
- Include Title, Organization, Location, and Dates of Participation.

ADDITIONAL CATEGORIES

- Use additional categories if relevant to the individual and the job being sought. Examples of additional categories include but are not limited to: Research, Publications, Professional Associations, Certifications, Licenses, Military Service, and Presentations.

REFERENCES

- Do NOT include names and contact information for references on resume; list on a separate page.
- Do NOT include the statement available upon request.
- Ask for permission before listing someone as a reference.

*Resources from www.memphis.edu/careerservices