Resume Checklist

Adapted from University of Richmond Career Services: July 2015

Student name: _____

This checklist is a guide to identifying the fundamental elements of a resume.*

1. Proofread letter for errors and complete the self-review checklist.
2. Have a peer, faculty member or professional review your resume – include position description for their review.

*Please refer to the "Resume and Cover Letters" section of the Career Center website for more information: www.up.edu/career. Additionally, the Career Center library has numerous resume books and resources, including sample resumes.

Self-Review	2nd Review	
		CONTACT INFORMATION
☐	☐	Name, address, phone, professional email, LinkedIn URL (optional)
☐	☐	**EDUCATION**
☐	☐	Name of university and location *Example: University of Portland, Portland, OR*
☐	☐	Official name of your degree, which can be abbreviated *Example: Bachelor of Business Administration, B.B.A., Bachelor of Arts, B.A., or Bachelor of Science, B.S.*
☐	☐	Includes major, minor and/or concentration spelled out *Example: Bachelor of Science, Nursing, Minor in Spanish* * B.S., Major: Electrical Engineering; Minor: Computer Science*
☐	☐	Expected date of graduation with month and year *Example: Expected May 2018; Expected December 2015*
☐	☐	Study abroad experience (if applicable); includes name of institution/program and dates *Example: IES, Grenada, Spain Summer 2014* * University of Portland Salzburg Program, Salzburg, Austria Fall 2014*
☐	☐	GPA is listed to two decimal points and reflects cumulative GPA, unless noted (optional) *Example: GPA: 3.75; Cumulative GPA: 3.60; Major GPA: 4.00*
		EXPERIENCE
☐	☐	Experience includes job title/role, organization name, location (city, state) and dates employed/involved *Examples: Intern, Nike, Beaverton, OR Summer 2013* * Volunteer Spring 2014 – Present* * American Red Cross, Portland, OR*
☐	☐	Dates of prior experiences are accurate and in reverse chronological order (most recent to least recent) within each section
☐	☐	Bullet points start with action verbs (not "responsible for" or "duties included"); includes specific examples to emphasize transferrable skills and knowledge, and describes key accomplishments and contributions *Example: Initiated and facilitated weekly after-school group for 8 behaviorally challenged youth in grades 9-12*
☐	☐	Verb tenses are consistent – present tense is used to describe current roles/positions and past tense is used to describe previous roles/positions
☐	☐	Salary history is omitted; can be included in a cover letter if requested
☐	☐	Personal information, such as gender identity, birth date, age, race, marital status, in NOT included
☐	☐	Personal pronouns, such as "I," "me," "my," "we," and "our" are NOT used
		SPELLING
☐	☐	All the words used are familiar to people; industry-specific terms should be recognizable to those within the field, industry and/or company
☐	☐	All words are spelled correctly – do NOT rely on spell check

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Self-Review	2nd Review	
		PUNCTUATION
☐	☐	Use of punctuation is consistent – if you use periods at the end of your phrases, make sure they are at the end of all phrases; exclamation points are not used
☐	☐	Punctuation used to separate information is consistent
☐	☐	There are no commas between month and year or semester and year *Examples: November 2014; Summer 2014 ; Fall 2013*
		GRAMMAR
☐	☐	All verbs in each specific experience are in the same tense – current positions/roles should be in the present tense; past positions/roles are in the past tense
☐	☐	All proper nouns are capitalized
☐	☐	Date format can include month, semester or season, but be consistent throughout the resume; capitalize seasons when associated with a date *Examples: 11/2014; November 2014; Fall 2014*
		FORMAT
☐	☐	Number of spaces between categories or items is consistent
☐	☐	There is plenty of white space – your resume is not overcrowded
☐	☐	Margins are appropriate (between 1 inch and ½ inch) and consistent
☐	☐	The font style and spacing is the same throughout the resume
☐	☐	Use bold, italics, capitalization to make important items stand out – be consistent
☐	☐	Headings stand out from the text, using bold, italics, capitalization, lines, etc.
☐	☐	At arm's length, the text and white space look balanced
☐	☐	Your name is larger than the rest of the text – 14-18 point font is appropriate for your name
☐	☐	Font size is between 10-12 point font
☐	☐	Resume is one page and only the front side of the paper is used
☐	☐	There are no graphics or photos included
		ADDITIONAL SECTIONS
☐	☐	*Profile/Summary* (optional): 3-5 sentence fragments; clear statement that targets a specific position, role, job function, organization or industry; focused on what you can offer to the reader
☐	☐	*Awards/Honors*: Includes the official name for each honor or award and official name of organization or group
☐	☐	*Activities/Community Service/Volunteer Experience/Additional Experience*: Includes official name of each organization, city and state, position or leadership role held, dates of involvement; does not use acronyms unless defined within the resume
☐	☐	*Skills/Qualifications*: languages, publications, research projects, computer program (list software/languages), tools/equipment, military services
☐	☐	*Academic Experience/Related Coursework/Related Projects*: Includes the title of the course and/or project and the semester completed; does not include course #; identifies independent vs. group, role within group, applicable skills/knowledge, and any specific technical skills

How to submit a resume and/or cover letter:

Email as an attachment:

- Save your cover letter, resume and references (if requested) in a common word processing program such as Microsoft Word or as a PDF (preferable). Increasingly, employers are specifying format.
- Give the document a name the employer will associate with you once they are downloaded, for example: LastName_Position.pdf.
- In the Subject line, put the name of the position for which you are applying. In your email message, briefly say why you are writing. Ask the employer to contact you about any trouble opening attachment(s).

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Send in the body of an email:
- Paste your cover letter a couple of spaces below your brief introduction. Set it up in Business (Block) Style, with everything justified to the left. Your cover letter may need to be reformatted to send it in the body of an email message. Do not use bold, italics, underlining, bullets, fancy fonts, colored text, or multiple columns.
- Attach your resume (in PDF format) to the email.

Mail or submit in person:
- Final cover letters and resumes submitted to employers as paper copies should be printed on resume quality paper (ivory, gray or white) with the watermark right side up, and should not be stapled to other application materials.
- If the cover letter and resume are being sent through the mail, then they should be placed in a large manila envelope or an envelope that matches the resume paper.

Applicant Tracking Systems (ATS): You need to format your resume in an ATS-friendly manner
- Title your materials with your name and targeted title: "LastName_Position"
- Remove unique headings and stick to common resume headings like Summary, Experience, Education and Skills.
- Remove images, columns, tables, fields, text boxes and graphics so the ATS can quickly scan your text for keywords and phrases. The ATS may not be able to read data placed in images, tables, and text boxes, so it's best to avoid them altogether.
- Remove special characters and avoid creative or fancy bullets that are often illegible to an ATS scanner.
- Avoid special fonts, font treatments and colors. Stick to fonts such as Arial, Georgia, Impact, Courier, Lucinda, Tahoma or Trebuchet, and only use black color. Avoid underlining words, which can mess up the legibility of lower case letters such a g, j or y.
- Avoid templates, which are a combination of fields and tables and can confuse ATS systems. Also, avoid page numbers.
- When writing your employment history, present the information for each employer in the same order, i.e., company name, title, city, state, and date, and in reverse chronological order. List the names of your employers first, then the dates you worked there.
- Include contact information in the body of your resume, not in the header or footer.
- Save your materials as a basic word doc (.doc) or .txt file.

For additional information on submitting through an applicant tracking system, visit the following resources:

- http://www.careerthinker.com/resume-services/resume-advice-tips/resume-distribution/
- http://www.hrbartender.com/2014/recruiting/the-new-resume-rules-infographic-friday-distraction/
- http://www.forbes.com/sites/nextavenue/2014/03/18/how-to-get-your-resume-read-by-an-employer/