

Resume Checklist

Overall Appearance and Format

- ✓ Is the information formatted in a clear, concise, professional manner – preferably one page? Two pages are allowed if you have extensive work experience beyond college.
- ✓ Is the font consistent and at least 11 point?
- ✓ Are all words spelled correctly? Dates correct?
- ✓ Is the punctuation consistent and correct?
- ✓ Are all the tabs and margins aligned properly?
- ✓ Are only black and white colors used?
- ✓ It is important that your resume adheres to generally accepted grammar, punctuation, abbreviations, and capitalization usage.

Heading

- ✓ Is your name in bold font?
- ✓ Does the phone number listed have an answering machine or voice mail with a professional greeting?
- ✓ Is the email address you provided one that you will check frequently until you obtain your new UP email address?

Education

- ✓ Is your education information placed at the beginning of the first page?
- ✓ Include the college degree(s) you have earned
- ✓ Include the name of the University or College, city and state where degree was obtained.
- ✓ Did you study abroad? Be sure to include country and length of stay.
- ✓ State you are a UP MAT candidate with expected graduation date of May 2017.
- ✓ Do not include your college GPA unless it is a 3.5 or greater.
- ✓ Do not include high school information.

Work Experience

- ✓ List all work experience in chronological order, beginning with the most recent.
- ✓ Be sure to include position title, employer, city, state and dates of employment.
- ✓ If the job title does not clearly indicate the skills or responsibilities required, include a brief job description.

Volunteer Experience

- ✓ List volunteer organizations you belong to from college forward – do not include high school.

Honors, Awards

- ✓ List honors and awards from college forward – do not include high school.
- ✓ List any collegiate sports you participated in as an undergraduate.

World Languages

- ✓ List any world languages besides English, that you speak, read or write fluently or have conversational ability ~ indicate your level of fluency.