

# RESUME CHECKLIST

## Contact Information

- Did I include my proper name, address, phone number, and professional-sounding email address? (For privacy purposes, you may consider excluding your address or only list city and state.)
- Did I consider if my resume will likely be filtered by an applicant tracking system? If so, did I follow appropriate guidelines? Did I consider necessary changes if sending my resume electronically?

## Objective, Headline, and/or Professional Summary

- Do I need an objective, headline, and/or professional summary for this specific purpose? If so, is it well-written?
- Does it focus on what I am offering the employer, rather than what I hope to gain?

## Education

- Did I list the official/proper name of my degree, major and/or concentration?
- Did I list Robert Morris University (not college) and include the campus address, “Moon Township, PA?”
- Did I list the month and year I earned my degree or expect to earn it?
- Did I list my GPA if 3.0 or higher or if specifically required by the employer? Did I calculate my GPA in major and list it if appropriate?

## Experience

- For each job listed, did I include the organization’s name, city and state, my job title, and the dates of employment (month and year, not separated by commas)?
- Did I keep dates to the right side of the job title, putting more emphasis on job title or employer (focusing more on what I did rather than how long)?
- Did I list relevant duties and accomplishments, quantifying them when possible? Did I include terminology and keywords relevant to the qualifications and responsibilities of the job I am seeking?
- Did I start each phrase with an action verb?
- Did I use the appropriate verb tenses (present for current jobs, past for all others)?

## Project Experience

- Did I include any significant and relevant course projects?
- Did I include the course name, date range and descriptions of my role/accomplishments (written as the jobs descriptions are, starting each phrase with an action verb)?

## Skills

- Did I include relevant skills (computer, design, foreign languages, etc.)? Did I include my level of proficiency in these areas, if appropriate?
- Did I list specific skills rather than general statements/claims? “Excellent communication skills” (general) vs. “Completed a four-course Communication Skills Program focused on writing, public speaking, cultural communication, business communication, and group work” (specific); “Programming” (general) vs. “C++, Java, COBOL” (specific).

## Activities

- Did I include any campus or community activities that demonstrate time management, volunteerism, leadership, and communication skills?
- Space permitting, did I provide details about my role in activities related to the position being sought?

## Appearance/Format

- Did I list the most important and relevant information first?
- Did I use good quality paper in a light color (white, ivory, etc.) for hard copy/print version?
- Did I use an appropriate font and size: 10-12 point (for ATS, 11-12 point Arial)?
- If two pages, did I list my name and “page two” on the top of the second page of a printed resume?
- Did I spell-check my resume and have at least three people proofread it to make sure there are no spelling or grammatical errors?
- Was I consistent with punctuation and the format in which I wrote dates (spelled out months, abbreviated, used numerals)?
- Did I use a consistent format for my resume throughout the entire document?
- Did I list my jobs, projects and activities within a consistent format?
- Did I use consistent spacing?

## Saving and Sending the Resume

- Did I save my resume with a professional error-free name? “JosephSmithResume” vs. “JoeysResume”