RESUME CHECKLIST

❑ **Contact Information**

- Full Name
- Phone Number & Email Address (only list one of each)
- City & State you live in (you don't need full address)
- *Optional:* Add LinkedIn URL (customize it, i.e. Linkedin.com/in/Marsha-Brady)

❑ **Skills and/or Accomplishments**

- Should be relevant to position you are applying for. You can choose to list skills or accomplishments, or both.
- Focus on hard skills as much as possible. Examples: Data Entry, Digital Marketing, Forklift Certified, Money Handling, Administrative Support, Bottling Line Operations.
- Accomplishments should be detailed and quantified. Example: Developed fully integrated marketing campaign distributed to 5K students, resulting in 5% increase in attendance.

❑ **Work Experience**

- Information should be up to date (month and year) with most recent experience at the top. Focus mostly on your last 2-3 positions or past 5 years. Older positions can simply be listed with dates to save space.
- Make it easy for a recruiter to understand what you are currently doing, how past positions make you qualified for the job, and what type of roles you've been successful in.

❑ **Education**

- If you've graduated recently or don't have much work history, you may want to move this above experience. Otherwise, keep it below your work experience.
- List school, location, area of focus, and year you graduated.
- You may also want to include any relevant courses, achievements, clubs, or activities.

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Additional Tips:

- ★ Keep your resume to one page. With some exceptions, one page is best practice and an excellent opportunity to show your ability to prioritize and edit.

- ★ When it comes to references, we recommend sending them to employers as requested as opposed to sending with your resume.

- ★ Forego a personal statement listing unmeasurable attributes, i.e. quick learner, goal oriented, etc.

- ★ Use at least a 12 point, common font (Ariel, Calibri, Cambria, Helvetica).

- ★ Use bullet points to make information easier to read.