**RESUME CHECKLIST\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Overall Content**

* Most important information at the top of the page in a profile or professional summary section
* No personal items such as photograph, gender, height, birthday
* No typographical or grammatical errors
* Statements expressed in a consistent manner
* No personal pronouns, such as “I” or “my”
* Items spelled out instead of using acronyms
* No references (list on a supplemental page)

**Overall Appearance**

* Page filled but not overcrowded, ample white space makes it more attractive (one page preferred, additional pages fine for more experienced candidates)
* Sans-serif font type (Arial or Calibri) recommended with a minimum font size of 10
* Consistent format (bullets aligned, heading structure, use of bold/capitalization)
* A mixture of paragraphs and bullet points can be used when list experience or in a profile/summary

**Heading & Contact Information**

* Name at the top and stands out clearly from other text
* Complete mailing address (school and home information if appropriate)
* Phone number including area code; cell number preferred
* Email address (permanent email for graduating students)
* LinkedIn account

**Profile/Professional Summary**

* Career goal/job title identified in section heading or first bullet point (this is not as standard and expected anymore, but can still be appropriate at times)
* Industry key words and job qualifications clearly addressed (refer to the required/desired qualifications listed in the job description, also consult LinkedIn)
* Key accomplishments included and tailored to job title/position

**Education**

* Current degree work at Bob Jones University
* Degree and major listed before the school name
* Minor included, if applicable
* Graduation date specifying month and year
* GPA if 3.0 or higher
* Study abroad or relevant course work if applicable
* Degrees from other institutions, if applicable, list only completed degrees or certificates
* Degrees listed in reverse chronological order
* Only higher-education – no high school information

**Experience**

(May be organized into Related and Additional Experience sections)

* Job title, employer, and city/state for each position
* Dates for each position, including months and years
* Reverse chronological order according to end date (according to start date for experiences with the same end date)
* Position description using bulleted statements (sometimes effective to use a few sentences in paragraph form followed by bulleted statements)
* Descriptions are concise, direct, and accomplishment-oriented
  + Begin past job descriptions with past tense action verbs
  + Begin current job descriptions with present tense action verbs
  + Avoid complete or compound sentences for bullet points
* Quantifiable results included where applicable
* Information relevant to the intended career field

**Recommended Sections**

* Strengths or Skills
  + Includes computer, technical, language skills, and character traits
  + Listed after the profile section at the top of the resume
  + Skills elaborated within the resume
* Leadership Roles and/or Honors
  + May include involvement in student or community organizations
  + May be organized into multiple categories to distinguish types of involvement
  + Focus on collegiate-level honors and above
* Activities or Community Service
  + May include description of activities or skills gained
  + Should represent sustained involvement rather than single time activities