



Resume Essentials Checklist

Getting Started:

- Make name 14 point font or greater, font otherwise should be 10-12
- Include one phone number, and one email and either permanent and/or campus address
- Do **not** use colors for business resumes, use **discretion** with color for non-business resumes
- Do **not** include a headshot
- Do **not** have an “Objective” section or a “Summary” section (unless experienced or very compelling)

Education:

- Include school, major, and minor
- Include GPA if 3.0 and above, may include major GPA if it’s significantly higher
- Include study abroad experience as a separate institution
- Include academic awards and honors (i.e. Dean’s List and Honor Societies)
- Remove high school experience by the end of sophomore year (at the latest)
 - if prestigious, or relevant to job applying for, keep school name & dates

Professional/ Work Experience:

- Place above “Education” section if highly experienced (most college students will have education first)
- 3-5 bullets maximum: more relevant to goal = more space it gets on the page
- Maximum two lines per bullet, prioritize one line
- Use diverse and descriptive action verbs in job descriptions
 - Present: currently at that job/in that role, past: prior or completed jobs/roles

Leadership & Other Activities:

- Choose what applies based on experience: leadership, other activities, and part-time work
- 1-2 bullets maximum/bullets optional

Skills & Certifications:

- List technical skills and proficiency (basic, intermediate, advanced)
- List language skills (conversational vs. fluent)
- List certifications

Honors & Awards:

- List titles of Honors (separate from school awards such as Honor Societies and Dean’s List)
- Place above “Work Experience” section if early in career/less experience

Things to keep in mind:

- Always have perfect grammar, perfect spelling, and consistent format
- Demonstrate impact and provide metrics when possible (how much money you raised, number served, increase/decrease percentages, etc.)
- Always submit resume in PDF format (First Last Resume.pdf)
- Do **not** have a “References Available” line
- **For accounting, finance, and general business:** no more than one page (compelling details in other fields may go on to a second page)

