

# RESUME CHECKLIST

## Guide

### OVERALL DOCUMENT FORMAT

- Is the formatting consistent, not too much white space, and appropriate margins used (between .5" and 1.25")?
- Is the font size between 10-12pt, and used consistently? Is the typeface professional and easy to read?
- Is the resume free of grammatical and spelling errors?
- Do you use present tense for current positions and past tense for past experiences?
- Is the document an appropriate length (one page suggested)?
- Are content sections listed in order of what is most relevant, with Objective and Education at the top?
- Are items within content sections listed in reverse chronological order?
- Do you use short, concise statements and avoid using personal pronouns (I, me, my)?

### CONTACT INFORMATION

- Does the resume contain the necessary contact information? Did you provide your name, mailing address (permanent and/or local), email address, phone number, **LinkedIn** URL?

### OBJECTIVE

- Does the objective clearly describe the position or type of position you are seeking? Does it include what skills you seek to use/develop?

### EDUCATION

- Does this section begin with University of Maryland academic information? Degree, major/concentration, graduation or anticipated graduation date?
- Are honors, academic scholarships and awards listed (if applicable)?
- Are relevant courses, study abroad experience and research included?
- Is GPA treated appropriately? Included if 3.0 or above, omitted if below 3.0.

### EXPERIENCE SECTION(S)

- Does each experience include position title, organization name, location and date/duration? Student, class and university included if the experience was a course project?
- Does the resume exclude all outdated experiences? Omitting high school information after your UMD sophomore year?
- Do your bullet points start with strong action verbs?
- Do your bullet points identify the knowledge, skills and abilities utilized in that position?
- Do your bullet points effectively describe what you did, how you accomplished it, why the task was important, and/or what impact your performance had within the organization?
- Are your experiences described in ways that support your objective and do you use career field specific language?
- Have you included keywords that are found in the job description?

### ADDITIONAL EXPERIENCE & SKILLS

- Are relevant non-work experiences, extracurricular activities, volunteer work, leadership roles, etc. included in an additional section?
- Is your "Skills" section limited to technical and language skills relevant to the position that you are seeking?

### REFERENCES

- Does your resume exclude names of references or the phrase: "References available upon request"?

### BOTTOM LINE

Overall, are you proud of the way your resume looks and reads? Have you made the key information easy to find and understand? Can you provide a rationale for each piece of information included (in terms of relevance)?

**Lastly, the purpose of a resume is to obtain an interview. If you were an employer, would you want to interview the person represented by this resume?**