

Resume Checklist

You've got this.

GETTING STARTED

- Do not use templates: they are hard to format, they all look alike, and they do not send well electronically.
- Make your name slightly larger, usually somewhere between sizes 14 and 18 pt. This will make your name stand out to an employer who is overwhelmed with resumes.

CONSISTENCY

- Try using *italics*, **bold** or CAPITALIZATION for section headings or job titles, but be consistent throughout your resume and avoid over-formatting.
- Make sure there is a consistent amount of whitespace (space without text) on your resume; avoid large open spaces and too much clutter.
- Use the tabs function, not the space bar, to line things up perfectly.

MAKING SPACE

- Decrease margins if space is needed, but not smaller than 0.5" all the way around.
- Be sure approximately 2/3 of the second page will be utilized if you decide to use one.

OTHER TIPS

- Avoid the use colors other than black.
- When sending a resume to an employer electronically, send the file in .pdf maintain the formatting.

LAYOUT/APPEARANCE

- Is the resume 1-2 pages maximum?
- Is the resume on 8 1/2" x 11" paper?
- Is it concise and easy to read?
- Do topic headings (and your name) stand out?
- Is your resume free of typographical errors, grammatical mistakes, and misspelled words?
- Is the resume well organized and professional looking?
- Were you CONSISTENT (in the way it looks and reads) throughout?

CONTENT

- Do not use "I" to refer to yourself.
- Do not use abbreviations.
- Do not mention salary expectations or wage history.
- Do not list personal information (age, height, weight, sex, race, religion, etc.)
- Do not list "hobbies" or social interests unless they are directly related to the position.
- Have you included all experiences that project skills, accomplishment and show results?
- Did you describe your experiences/roles starting each bullet point with a strong action verb?
- Does your resume match your best skills with the needs of the employer? (the job description)
- Are your experiences grouped according to topics that relate to your goals or objectives?
- Have you presented your skills in the language of the employers, industry, or profession?
- Have you listed appropriate activities, noting leadership positions?

OVERALL IMPRESSION

- Will your resume make a strong, positive, professional impression on the reader?
- Is your resume the most professional "snapshot" presentation of your ability to complete a task effectively and successfully?

Body font size: 10 – 12 point
Appropriate Fonts: Any Sans Serif,
Arial, Calibri, Tahoma, Verdana.

Sample Student Resume

Your Name

Current Permanent Address

Appropriate Email Address (should be your Louisville.edu email or "yourname"@gmail.com) • Reliable Phone Number

SUMMARY OF QUALIFICATIONS | SUMMARY OF SKILLS | PROFESSIONAL PROFILE (choose one)

- Used in place of an objective statement. Highlights relevant transferable skills and experiences. Three to five bullet points starting with a strong verb. May include:
 - Description of several years within an industry ("3 years of experience in...")
 - High achievements or awards (numeric/quantitative accomplishments are preferred)
 - Relevant classes, projects, skills, strengths, or certification/licenses

EDUCATION

Degree Name

(List "Expected"/"Anticipated" if current student) MONTH/YEAR OF GRADUATION

College; City, State

GPA (if not required, only list if 3.0 or above)

- May include:
 - Previous College Education/Degrees
 - Relevant coursework (do not include class number "COMM 111" but instead use class title "Public speaking")
 - Internship/Clinical/Co-op Experience
 - Honors and awards
 - Involvement in relevant clubs/organizations
 - High School (if graduated within the past two years)

EXPERIENCE

Position Title

MONTH/YEAR STARTED – MONTH/YEAR ENDED

Company/Organization; City, State

- Two to four descriptive bullet points starting with a strong verb describing accomplishments/responsibilities of employment history. Not complete sentences—no personal pronouns. Usually spanning work history up to ten years. May include:
 - Military Experience
 - Internship/Clinical/Co-op Experience

SKILLS

- Only use this section if you are NOT already using a "Summary of Skills." This section should highlight three to four descriptive bullet points. Limit "soft skills" that are not demonstrated through experience. May include skills such as:
 - Knowledge-based/technical skills (Microsoft Office, languages, software, mechanical)
 - Transferable skills (communication, analytical, initiative, problem-solving)
 - Organization/management skills (teamwork, teaching, training, decision-making, goals, budgets)

CAMPUS INVOLVEMENT AND LEADERSHIP

Organization Name

MONTH/YEAR STARTED – MONTH/YEAR ENDED

Company/Organization; City, State

- Two to four descriptive bullet-points describing your campus/professional affiliations—include any leadership positions held

HONOR AND AWARDS

Honor/Award

MONTH/YEAR RECEIVED

- One to two bullet points describing honors/awards

VOLUNTEER WORK/COMMUNITY SERVICE

Organization Name

MONTH/YEAR STARTED – MONTH/YEAR ENDED

- One to two bullet points describing the nature of the volunteer work

**References should be featured on a separate sheet with a consistent heading and font.*