
Resume Checklist

These are general guidelines that may vary by major and industry. Please reach out to your Career Coach for further guidance.

Format

- Use a blank Word Document (no generated templates)
- One to two-pages (preferred)
- Half-inch to one-inch margins
- Black ink/no colors/no photos
- Be consistent (with font style and size)
- All college information (no high school information)
- Avoid personal information (such as age, personal interests) or first-person pronouns (I, me, my)
- Professional and easy to read

Heading/Contact Information

- Name centered and largest text on the page (2 to 3 pts larger than rest of resume)
- Phone number and professional/school email
- Customized LinkedIn URL (ex: [linkedin.com/in/firstnamelastname](https://www.linkedin.com/in/firstnamelastname))
- Address is optional
- May want to include your preferred pronouns (ex: she/her/hers)

Summary Statement (Optional)

- Tailored to a specific job/industry
- Informs the reader what you have to offer and why they should be interested in you
- Details knowledge, skills, and experience that meet the needs of the position

Education

- List current institution attending (no high school information or other colleges attended, unless a degree was completed)
- Graduate school listed first (or most recent degree completed)
- Degree(s) spelled out (not abbreviated)
- List all majors, concentrations and minors
- List anticipated graduation month/year (no range of dates needed)
- List overall GPA if above 3.0

Relevant Coursework (Optional)

- List all courses relevant to the job (not just those in your major)
- Use a bullet format (list)
- List the name and subject of the course (no course number)

Experience

- Can be paid or unpaid experience
- List jobs/internships in reverse chronological order (start with your most recent job)
- List job title/employer name/dates of employment (month/year-month/year)
- Use the [SOAR method](#) (Statement of action, Occurrence of action, Amount of action, Result of action) to list your achievements and skills developed
- Use a bullet point format for each SOAR statement
- Start each bullet point with an action verb (use present tense verb for current position, past tense verb for any previous position(s))

Honors and Awards

- Title of Award (college awards, scholarships, Dean's list)

Technical Skills

- Computer software and digital platforms
- LinkedIn Learning Training and badging/credentialing (Adobe, InDesign, Hootsuite, etc)
- Could also include lab instruments/equipment
- Review the [UofL Digital Transformation Center](#) for additional ideas/information

Community Service

- List agency name and any leadership positions held
- List brief description of accomplishments/involvement
- List dates (month/year-month/year)

Campus Involvement

- List name of organization and any leadership positions held
- List brief description of accomplishments/involvement
- List dates (month/year-month/year)

Additional Languages Spoken

- List with descriptions such as "Fluent in..." "Working knowledge of..." "Familiar with..."

Study Abroad Experience

- List location, school and dates
- List courses completed in bullet point format
- List relevant projects described in bullet point format
- Place under Education section if taken as part of university coursework/requirement

Some additional sections could also include: Research, Professional Development/Professional Associations, Professional Licensure, Certifications, etc.