

## Resume Checklist

Use this checklist to ensure that your resume is complete:

1. One page only, unless you have significant previous experience
2. Word processor generated, with full spell check and proofing
3. Times Roman or other Serif font, 10 point to 12 point size
4. No more than two fonts or two sizes
5. Margins no less than .5" and no more than 1.5"
6. Quality bond paper, 8x11 inches
7. Contact information clearly stated; campus and permanent addresses both listed if appropriate
8. Clear, focused objective
9. Summary of your top skills listed as bullet points
10. Degree listed with college/university
11. GPA listed if over 3.0
12. Major GPA listed if over 3.0 and overall GPA under 3.0
13. Graduation date listed, even if you have not yet graduated
14. Experience section listing most notable accomplishments
15. Descriptive job titles
16. Industry buzzwords and keywords included
17. Activities section listing your most notable extracurricular activities
18. No personal data or potentially discriminatory data
19. Spell check and grammar check your resume--twice; then have at least two other people do it for you again