

Resume* Checklist

*do not put the word "Resume" at the top of the page

Heading

- Name in bold; can use one size larger font
- Address and telephone number including area code
- Email address (if included) is business appropriate
- There are no spelling or grammatical errors
- Work is **original** to student

Objective

- Indicate level of position (e.g., an entry level position)
- Type of business, industry or career area (e.g., manufacturing, construction, health, transportation)
- Major strengths related to objective are stated
- There are no spelling or grammatical errors
- Work is **original** to student

Experience

- Most recent job or volunteer experience is listed first
- Job title, name of company, city and state are listed
- Month and year of date(s) worked are listed
- Each accomplishment begins with a verb
- Verb tense matches dates of experience or skills
- Pronouns are omitted (e.g., I completed...)
- Active voice used (e.g., Sold \$500 in candy promotion vs. \$500 in candy sales was sold)
- Accomplishments are related to job field
- Specific duties and responsibilities listed
- Interesting jobs unrelated to field may be included (e.g., reading to blind children or teaching English as a second language to foreign adults)
- Work experience may include: full-time or part-time work, summer jobs, occasional jobs, internships, field work, special projects, volunteer work, school-based jobs
- There are no spelling or grammatical errors
- Work is **original** to student

Skills

- Description of skill
- Specific training in it
- Skills reflect individual student's strengths and individuality
- Explanation includes how you learned that skill or why you believe you have it.
- Entries are short and to the point

- Minimum of 2 to 3 skills/abilities
- Use action verbs, no pronouns
- Skills are **relevant to the job sought**
- There are no spelling or grammatical errors
- Work is **original** to student

Activities

- Name of activity/club/group
- Activity includes individual's specific role (e.g., team captain, member, volunteer, news reporter)
- Activity includes dates of participation
- Purpose of club/group
- There are no spelling or grammatical errors
- Acronyms are spelled-out: ex. DECA (Diversified Education Clubs of America)
- Purpose of club/group: ex. DECA (Diversified Clubs of America, a marketing club)
- Work is **original** to student

Awards

- Specific name of award is listed
- Date and from whom received
- What it was for
- Any pertinent details
- There are no spelling or grammatical errors
- Work is **original** to student

Education

- Most recent school is listed with address (does not have to include street address, just city and state)
- Additional educational experiences are listed (e.g., training programs, summer courses, seminars, community college, technical school)
- Anticipated graduation date is included
- Majors or coursework are related to job field (if included)
- GPA included **only if 3.0** or above
- There are no spelling or grammatical errors
- Work is **original** to student

Interests

- No more than 5 interests or hobbies are listed
- Only non-controversial interests and hobbies are listed (e.g., ceramics, camping, reading, basketball)
- There are no spelling or grammatical errors
- Work is **original** to student

References

- References are not included in the resume itself. Prepare a second sheet with the names and contact information of your references.
- Do not include “References available upon request” or some such phrase at the bottom of your resume

Rough Drafts

- Three rough drafts of resume have been completed

Signatures of three people verifying proofing of resume

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____