

# Resume Review Checklist



Finished a draft of your resume? Use this checklist to make sure it is as polished and impactful as possible!

## Formatting

- Font is easily readable and professional (e.g., Arial or Times New Roman)
- Font is 10-12 points in size
- Font size and spacing are consistent
- Section titles reflect the content of each section
- Dates are written in the same style
- Email address is professional
- Optional summary statement of 1-2 sentences highlighting background and key skills relevant to the position

## Header

- Name is bold and in a bigger size (16-20pt)
- Header includes city/state, phone number, email, LinkedIn URL, and/or professional portfolio URL

## Education

- Education programs are listed in reverse chronological order (most recent first)
- Graduation date is listed by month & year
- Degree is spelled out, rather than using abbreviations
- High school material is not included on resumes of college sophomores and beyond, unless relevant to job/industry
- Relevant higher-level courses are listed
- Includes awards won, research completed, honors achieved, and/or GPA of 3.5+

## Experience

- Each position includes job title, employer name, city/state and employment dates
- Includes 2-4 descriptive bullet points in each entry listing responsibilities, achievements, and skills
- Bullet points:
  - Start with strong action verbs
  - Highlight transferable skills like communication, teamwork, leadership
  - Quantify responsibilities and results
- Roles are listed in reverse chronological order (most recent first)
- Internships, volunteer work, relevant class projects, and/or research may be included
- Separate sections like "Leadership Experience" or "Internship Experience" may be appropriate

## Skills

- Hard skills (i.e., technology and foreign languages) are listed
- Soft/durable skills (e.g., communication, leadership) are primarily shown within Experience bullet points, but may also be summarized here

## Extras

- Resume looks professional, uses consistent formatting, and avoids excessive color or graphics
- Spelling and grammar are checked
- Resume is one page, but not overcrowded
- Layout is simple, clean, and easy for Applicant Tracking Systems (ATS) to read
- Content is tailored to job description

