



RESUME CHECKLIST



HEADING:

- Name is in bold and slightly larger than contact information
- Address, phone numbers and email are included and correct

EXPERIENCE

- Name of each company and city and state are included
- Job titles and dates of employment are listed for each position
- Action verbs are used and varied with each bullet point
- Experience includes jobs, internships, volunteer community service, and/or clinical rotations
- “I”s and “my ”s are not used in bullet point descriptions
- Verb tenses are consistent and correct based on current and former positions

AREAS OF EXPERTISE

- Three to five strong competencies are emphasized and explained
- Action verbs are used and varied with each bullet point
- “I”s and “my ”s are not used in bullet point descriptions
- Verb tenses are consistent and correct based on current and former positions

SUBSECTIONS:

- Relevant past or current activities, including activities at school or in the community, are listed
- Special learning circumstances such as conferences, projects, or names of relevant trainings are included
- Any work or academic awards and recognition are listed

OVERALL APPEARANCE:

- Resume is graphically appealing and easy to read (traditionally one page/ font size between 10-12)
- Resume is grammatically correct and free of typos
- Content is consistent in things such as capitalization, verb tense, italics, bold, and punctuation
- Bullet points are the same size and aligned