Resume Checklist

Contact Information:

- √ Full name
- √ Phone number
- √ Professional email address
- √ LinkedIn profile or personal website (optional)

Objective or Summary (Optional):

- √ Brief statement about career goals and objectives

Education:

- √ Name and location of institutions
- √ Degree(s) awarded or in progress
- √ Major(s), minor(s), specializations
- √ Anticipated or actual graduation dates
- √ GPA if above 3.0

Experience:

- √ Work experience
- √ Internships
- √ Relevant volunteer work
- √ Responsibilities and achievements detailed with bullet points
- √ Use of action verbs and specific contributions

Skills:

- √ Relevant technical skills
- √ Language proficiency
- √ Soft skills

Activities and Leadership:

- √ Extracurricular activities
- √ Clubs and leadership positions

Honors and Awards:

- √ Academic honors
- √ Scholarships

Formatting:

- √ One-page length (two pages if significant relevant experience)
- √ Clean, professional font (Times New Roman, Arial, Calibri)
- √ Consistent formatting with clear headings and bullet points
- √ Saved and sent as a PDF

Proofreading:

- √ Grammar and punctuation errors checked
- √ Reviewed by a friend, family member, or career advisor

Customization:

- √ Tailored for each job application
- √ Highlighted relevant experiences and skills
- √ Keywords from the job description included

By ensuring each item on this checklist is complete, you can create a polished and professional resume ready for potential employers.