RESUME CHECKLIST

UACCB's Career Coach helps students to produce a strong resume in Word that describes experiences, education, and skills. Current recommendations from career professionals is that resumes for undergraduates seeking entry level jobs are one-page maximum so proper formatting and strong editing are required.

Use the checklist below to complete a final check on a created resume and make any needed updates before use.

Contact Information – The professional way to get in touch with you	
	Contact information includes phone number and professional email; Gmail account is OK as long as the address is appropriate
	Optional items include Mailing Address, LinkedIn, or personal website
	Format is clean, professional, and no proofreading mistakes (spelling, abbreviations, spacing, etc.)
Work Experience – Describes relevant achievements, accomplishments, & experiences	
	Includes the name of the employer, city/state, specific job title for position you held, and month/years of employment
	Includes detailed bulleted task statements that begin with strong, unique action verbs
	Experiences are in reverse chronological order (current/most recent first then working backward to oldest last)
	Most relevant experience task statements are listed first within each position 1. Current position should have 4-6 task statements 2. Previous positions should have 3-5 task statements
	Format is clean, professional, and no proofreading mistakes (spelling, abbreviations, spacing, etc.)
Education – Highlights pertinent educational achievements	
	Includes institution, city/state, specific degree title you are seeking or have earned, starting month/year, and completion month/year 1. Degrees from the same institution can be nested under one institution heading 2. Check student records or transcript for official degree titles
	Education is in reverse chronological order (current/most recent first then working backward to oldest last)
	Optional items include GPA (if above 3.0), coursework and/or projects that relate directly to employment industry, high school information
	Format is clean, professional, and no proofreading mistakes (spelling, abbreviations, spacing, etc.)
Skills – Highlights specific technical and/or professional skills	
	Includes 6-10 skills that establish knowledge, abilities, etc. that make you a strong candidate; things you are truly skilled in not just things you know about
	Format is clean, professional, and no proofreading mistakes (spelling, abbreviations, spacing, etc.)
Presentation* & Purpose – Visually appealing format from start to finish & reflects understanding of job search	
	Tabs, margins, and spacing are consistent and aligned
	Fonts are coordinated and appropriate size
	No punctuation or spelling errors present; consistent use or non-use of periods
	Information on résumé reflects the type of position requirements relevant to the job search