

CAREER DEVELOPMENT CENTER

RESUME CHECKLIST

GENERAL GUIDELINES

- _____ Make sure that all formatting is consistent throughout the resume. Example: If one organization name is bolded, bold all organization names. Use bolding, italics, caps and underlines strategically (not necessary for dates, etc.)
- _____ Check that your margins are between .5-1 inch (and consistent) all around: left, right, top, and bottom.
- _____ Do not use a font smaller than 10 or larger than 12. Your name can be larger, but the rest of your font should be one size.
- _____ Be consistent with verb tenses. For jobs or activities that have been completed, use past tense (Educated, Provided, Developed). For jobs or activities that you are currently involved in, use present tense (Manage, Administer, Prepare).
- _____ Double-check spelling, grammar, and punctuation. Do not rely solely on your computer's spell-check.
- _____ Do not include first person pronouns ("I," "me," "my," "our," and "we,"). Instead of "I conducted several workshops," you would write "Conducted several workshops." The implied voice of the resume is "I" already.
- _____ It is not necessary to state "references available upon request." This information is implied.
- _____ If your resume must be on more than one page, include your name on all subsequent pages.
- _____ When possible, keep your resume to 1 page: Bachelor's degree = 1 page, Master's Degree = 1-2 pages, CV = 2-3+ pages

CONTACT INFORMATION

- _____ Use a professional-sounding e-mail address like joseph.josephson@gmail.com (do not use funkyjoe83@hotmail.com).
- _____ For state abbreviations, all letters are capitalized. Use PA, not Pa.
- _____ When including your phone number, be sure to include a space between the area code and the rest of the number.

EDUCATION SECTION

- _____ When listing your education, only include the date you graduated/will graduate (May 2016, not Sept. 2013-May 2016).
- _____ In general, you will not need to include high school information - include information from college and beyond.
- _____ When listing degrees, an apostrophe should not be used. Example: Master of Science, not Master's of Science.

EXPERIENCE SECTION(S)

- _____ In most cases, use between 1 to 6 bullet points to describe any one position. Use basic bullet points (circle or square) List bullets in order of importance (the most relevant bullets should be listed first)
- _____ Every bullet should begin with an action verb (Led, Wrote, Managed, Created, Counseled). See <http://www.jefferson.edu/resumes> for a list. Do not use passive words like Assisted, Helped, Observed, Gained if you can use a stronger, more active word.
- _____ Use SAR when creating your bullets (see <http://www.jefferson.edu/resumes> for more details). Each bullet should highlight a different accomplishment/result. Instead of basic bullet like "Filed paperwork", highlight what you achieved: "Created an effective organizational system to increase efficiency for the doctors and nursing staff"
- _____ Information should be listed in reverse chronological order (most recent at the top) within sections.
- _____ More relevant experiences (depending on the job) should be higher on the document and include more bullets.
- _____ When possible, quantify your results (Served over 200 patrons per day).
- _____ The month and the year (December - April 2015) are sufficient for all dates. Formatting for dates should be consistent.

ADDITIONAL SECTIONS

- _____ Determine which other sections are appropriate for your resume (Summary, Relevant/Healthcare/Additional/Fieldwork Experience, Activities, Leadership, Skills, Honors, Licenses, Certifications etc.) Many resumes benefit from having Healthcare Experience and Additional Experience sections (or a similar combination).
- _____ Activities can simply be listed with dates, or they can be written like a work experience with bullets (depends on space).
- _____ Skills sections are not always needed (you do not need to list Microsoft Office), unless they are substantial and relevant.