



CHECKLIST

RESUME FORMATTING

Directions: Review your traditional style resume using this checklist to ensure you have all the necessary elements for a properly formatted, ATS friendly resume. Watch the video for more information.

CONTACT INFORMATION SECTION

- ☐ Formal/Legal name, first and last name
- ☐ One phone number listed
- ☐ One "professional" email address
- ☐ If including any location information include only city and state (optional)
- ☐ All information together at the top of the page
- ☐ If including a portfolio or LinkedIn link, it is customized
- ☐ No personal information included

EDUCATION SECTION

- ☐ First section of the resume
- ☐ Institution's full name (no abbreviations), City, State
- ☐ Correct degree listed (ie. BS or Bachelor of Science, High School Diploma)
- ☐ Include all majors, minors, certifications, concentrations
- ☐ Month and year of graduation (preceded with expected or anticipated if not yet graduated)
- ☐ High school information in same formatting if necessary (not if junior or senior in college)
- ☐ Only list schools where degrees were or will be earned, except for study abroad
- ☐ If studied abroad, listed with same formatting
- ☐ If a GPA is listed, it's over 3.0

WORK EXPERIENCE

- ☐ Section header accurately reflects content of entries (ie Work experience doesn't include volunteer work)

- ☐ Each entry includes: title/position, company/organization, city, state, date range with month year - month year
- ☐ Reverse chronological order by end date (newest to oldest)
- ☐ Uses bullet points to describe skills utilized
- ☐ Bullets start with strong action verbs
- ☐ No action verbs repeated
- ☐ Bullets are 1-2 lines long
- ☐ All experiences in a section have bullets
- ☐ There are 2-6 bullets/entry
- ☐ All verbs are in present (administer) if still in position or past (administered) if no longer in the past; no -ing form of verbs (administering) used
- ☐ No pronouns

ADDITIONAL SECTIONS

This can include: skills (hard skills like computer or foreign language or lab skills) class projects, research papers/projects, clubs/organizations, athletics, honors/awards, etc.)

- ☐ Section header accurately reflects content of entries
- ☐ Each entry includes: title/position, company/organization, city, state, date range with month year - month year
- ☐ Same formatting as other sections
- ☐ Reverse chronological order by end date (newest to oldest)
- ☐ If bullets, start with action verbs and are 1-2 lines long
- ☐ All experiences in a section have bullets or none have bullets
- ☐ If listing skills, do NOT include soft skills
- ☐ If listing skills, include proficiency level (If applicable)
- ☐ Do not include hobbies

SET UP and GRAMMAR

- ☐ Don't use a template
- ☐ Don't use a header and/or footer on the document
- ☐ One page in length, mostly fills the page
- ☐ No paragraphs used

- ☐ No typos, grammatical errors, punctuation mistakes
- ☐ No personal pronouns used (I, me, he, she, they, them, our, theirs...)
- ☐ Spacing is even/consistent
- ☐ All sections, bullets, texts are aligned
- ☐ Periods at the end of bullets are optional, but all or none
- ☐ Professional font 10-12 points
- ☐ Even margins that aren't very large or very small
- ☐ Sections and Headings used
- ☐ ALL formatting is consistent throughout the entire document
- ☐ Months may be abbreviated, but all or none
- ☐ Within each section, reverse chronological order is used (newest to oldest)
- ☐ No columns or other design elements like graphics, icons, colored font, pictures
- ☐ No references listed or a line that says "references available upon request"