

Resume Review Checklist

A resume is a basic tool in your job search process. It needs to be carefully tailored to highlight relevant knowledge, skills and abilities. The more research and effort you put into the resume the more likely you will be called for interviews where your resume may guide the conversation.

General Guidelines:

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|-----|----|---|
| Yes | No | Resume is easy to read and consistent in style and format. |
| Yes | No | Font sizes kept between 10-12 points. |
| Yes | No | Bold, italics and underlining kept to a minimum and used consistently. |
| Yes | No | Margins and line spacing keep the page from looking too crowded. |
| Yes | No | Resume is appropriate length (one page). |
| Yes | No | No personal pronouns such as "I, me, they, you, he, she, his, her, your, their." |
| Yes | No | No typos or grammatical mistakes. |
| Yes | No | No "References and portfolio available upon request" on your resume. This should be a separate document in the same format as resume. |

Contact Information:

- | | | |
|-----|----|--|
| Yes | No | Include first and last name, address, email address and phone number. If you go by another name, list it in parentheses after your official first name, e.g., Jing (Joseph) Lin. |
| Yes | No | Include the URL for your LinkedIn profile, website or professional blog (if applicable). |
| Yes | No | Have a professional and appropriate email address (BSU email address works). |

Education:

- | | | |
|-----|----|--|
| Yes | No | List degrees in reverse chronological order (most recent listed first). |
| Yes | No | Include Springfield Technical Community College, Springfield, MA. |
| Yes | No | Include college, degree, major/concentration (if applicable) and graduation month and year. |
| Yes | No | Include GPA if it is typically required for your industry. Include grading scale in relation to GPA (3.1/4.0). |
| Yes | No | List courses directly related to the type of positions you plan to apply for. |

Academic Project(s) (if applies to your field):

- | | | |
|-----|----|--|
| Yes | No | Highlight academic project(s) showcasing your tasks and contribution to the project. |
|-----|----|--|

Skills:

- | | | |
|-----|----|--|
| Yes | No | List technical skills developed through academic and work experiences (e.g. SPSS). |
| Yes | No | List related training, certifications or licenses. |
| Yes | No | Include computer skills: list software languages and applications with your proficiency level. For Microsoft Office, write out each program. |
| Yes | No | Include language skills and the level of proficiency. |

Experience:

- | | | |
|-----|----|---|
| Yes | No | List your experience in reverse chronological order (most recent position listed first). |
| Yes | No | List your company/organization name, city and state, and your job title. |
| Yes | No | When listing dates, include the month and year, or semester and year. |
| Yes | No | Do not include supervisor's name or your salary. |
| Yes | No | Begin your bullet points with action verbs to describe what you did in your position. |
| Yes | No | Avoid passive phrases such as "responsible for," "duties include," "work as." |
| Yes | No | Use present tense action verbs to describe current experiences and past tense action verbs to describe past experiences. |
| Yes | No | Include numbers to quantify experience where possible (e.g. Raised \$3000 through bi-weekly t-shirt sales for environmental club's field trip). |
| Yes | No | If necessary, split Experience into two sections or more to highlight particular types of jobs, e.g., "Media Related Experience" section for media related positions and "Additional Experience" section lower on the page. |

Leadership Experience:

- Yes No List involvement in student clubs, community organizations, volunteer work, professional associations, honor societies, athletic groups, international experiences.
- Yes No List organization name, location, and date of your involvement (month and year or semester and year).
- Yes No If you hold a leadership role in an organization, give details to showcase your tasks and accomplishments.

Additional Categories:

You can include some of the following categories in addition to those listed above:

Publications Research Independent Projects Interests Awards Competitions

Commonly Asked Questions

Q: Should I include high school information or experiences during high school?

A: It will depend on what other experiences you plan to include on your resume. If you highlight impressive involvement during your time in high school and it is relevant to the position you are applying for, you can still include this information. Generally speaking, employers are more interested in your involvement during college.

Q: Do I need a certain number of bullets per experience?

A: No, not necessarily, but it is important to be mindful of what is on your bullet points. If you add a bullet point just to add without much consideration to what it adds, then it is likely not the best use of space.

Q: Should I make a resume if I have no experience?

A: Likely you already have the experience to include on your resume. Experience can include volunteering, school activities, school projects, and more.

Q: What should I include and leave from my resume?

A: It will depend on your experiences and what you apply for, but some common things to exclude are references, personal characteristics, headshot, and marital status.

Q: How many resumes should I create?

A: When applying, you want your resume to be tailored for the position, so customizing your resume to the position will be helpful. Having a master resume that includes all your experiences will be the reference sheet from which you pull relevant experience. Remember, your resume is a marketing document about you!



Career Services