Resume Content Checklist

Adapted from University of Richmond Career Services and College of Liberal Arts University of Minnesota

Use this checklist as a guide to review your resume for fundamental elements.

1. Use the self-review column to proofread and check for errors.

2. Use the second column to have a professional, peer, or faculty member review your resume.

HEADING

- ☐ ☐ Use a larger font for your name than for the rest of the text (14-18 point).
- ☐ ☐ Include your contact information: full name, phone number, email address, and city & state (physical address is not necessary).
- ☐ ☐ Use a professional email address (e.g., jdoe25@up.edu).
- ☐ ☐ Optional: Add your LinkedIn profile address or online portfolio address.
- ☐ ☐ No need to include personal information, such as: gender identity, birthday, age, race, marital status, etc.

PROFILE (optional section, typically at the top of the document before "Education" section)

- ☐ ☐ Use three to sentences to highlight the specific qualifications you have that match the ones emphasized in the job description. Focus on the 10 Career Readiness Competencies.
- ☐ ☐ Do not use I, me, or my statements.

EDUCATION

- ☐ ☐ Include all colleges/universities you have earned or will earn a degree from.
- ☐ ☐ Include the college/university name, degree you are pursuing, your major(s), minor(s) and your expected graduation date.
  Example: **University of Portland**, *Portland, OR* *May 2024*
  Bachelor of Arts, Major: Biology; Minor: Neuroscience *GPA: 3.7*
- ☐ ☐ List honors, awards, and scholarships under the university you received them (e.g., Dean's List)
- ☐ ☐ Adding your GPA is optional (add only if your GPA is above 3.0 on a 4.0 scale).
- ☐ ☐ Spell out abbreviations (e.g., "Bachelor of Arts" vs. "B.A.").
- ☐ ☐ No need to list your high school.
- ☐ ☐ Include study abroad experience(s) by listing the university's name, location, and semester(s) spent there (e.g., Fall 2022).

EXPERIENCE

- ☐ ☐ Document all the experiences you have that relate directly to the job you're pursuing. Include paid and unpaid work, internships, research, volunteer activities, and leadership activities.
- ☐ ☐ Use separate headings (e.g., "Work Experience," "Research Experience," "Related Experience") for each of these if you'd like, or simply put all the information under an Experience heading.
- ☐ ☐ Each position listed must include: job title/role, the organization name, location (city, state) and dates employed/involved.
  Examples: **Intern**, *Nike, Beaverton, OR* *Summer 2022*
  Volunteer, *American Red Cross, Portland, OR* *Spring 2022 – Present*
- ☐ ☐ State the skills and qualifications you gained under each experience using the following formula: What you did (using action verb), How you did it/What skills you used to do it, and the outcome or result of what you did.
  Example: - Facilitated weekly after-school tutoring sessions for 8 children in grades 9-12
- ☐ ☐ Quantify your experiences whenever possible (e.g., 8 children instead of just children).

- ☐ ☐ List your experiences in reverse chronological order.
- ☐ ☐ Right-align dates. Use the same format throughout your resume (months, years, or seasons).
- ☐ ☐ Personal pronouns, such as I, me, my, we, our are not used.

ACADEMIC EXPERIENCE

- ☐ ☐ May include courses completed, undergraduate research, conferences, publications, etc. that demonstrate your skills and qualifications.
- ☐ ☐ Includes the title of the course and/or project, the semester completed, identifies independent vs. group, role within the group, applicable skills/knowledge, and any specific technical skills.

    Example: **Physical Chemistry** *Spring 2022*
    - *Gained experience in safe handling of various chemicals and emergency procedures in laboratory setting*

SKILLS

- ☐ ☐ List any language, computer, or technical skills you have. It's best to describe your skills in the context of your work experience. Consider including you level of proficiency.

    Examples: **Programs**: *Proficient in Excel, MATLAB, Adobe Photoshop.*
    Languages: *German (first language); Spanish (conversational).*

HONORS/ACHIEVEMENTS

- ☐ ☐ List honors and awards you've received through experiences or leadership roles.
- ☐ ☐ Note: List academic honors and awards (including Dean's List and scholarships) in the Education section.

ACTIVITIES/INVOLVEMENT

- ☐ ☐ List engagement activities that reflect your involvement on and off campus. This can include student organizations, intramural sports, or additional activities you want to highlight.
- ☐ ☐ Includes name of each organization, city and state, position or leadership role held, dates of involvement; does not use acronyms unless defined within the resume.
- ☐ ☐ Note: You can list leadership activities in the Experience section.

FORMAT NOTES

- ☐ ☐ Font size is 11 or 12 point (your name at the top is an exception).
- ☐ ☐ Do not use a template.
- ☐ ☐ Number of spaces between categories is consistent.
- ☐ ☐ Your resume is not overcrowded.
- ☐ ☐ Margins are appropriate and consistent (between 1 inch and ½ inch).
- ☐ ☐ The font style and spacing are consistent throughout.
- ☐ ☐ Use bold, italics, and capitalization to make important items stand out – be consistent!
- ☐ ☐ Headings stand out from the text.
- ☐ ☐ Resume is one-page, front side only.
- ☐ ☐ There are no graphics, logos, tables, or photos included.