

RESUME CHECKLIST (Adapted from UTK, 2017)

1. **Format**

- Easy to scan (not read) concise one page-preferably .5 to 1-inch margins around entire page
- No large blocks of color or pictures
- No colors or flashy font styles (font size can be 10–12 point)
- No two column format throughout document

2. **Heading**

- Name (16–24 point)
- Current address (optional)
- Phone number and professional/school email or email you check often
- LinkedIn personalized URL (if you have a complete profile) or portfolio link

3. **Branding Statement (Optional)**

- 4-5 lines explaining “how do you do things”
- No pronouns; no period at end

4. **Education**

- Only schools from which you received a degree or are currently attending
- List schools most current to least current
- Degree(s) spelled out (not abbreviated)
- All majors, collaterals, concentrations, and minors
- Graduation month and year
Overall and major GPAs if over 3.0/4.0

5. **Relevant Coursework (Optional)**

- 6-9 courses relevant to the job (not just those in your major)
- Bullet format
- No course number; name and subject of the course spelled out

6. **Experience**

- Internships included (No. 1 on resume to employers)
- Jobs/internships listed in reverse chronological order (most recent first)
- Month and year started and ended (“present” if you’re still working)
- City and state
- Job or internship title

- Major achievements and skills developed, displayed in bullet point format
- Action verb at the beginning of each statement, with each verb varied if possible. Bullet point formula: Action verb + task + outcome or purpose.
- Numbers and metrics where appropriate (Ex: “which resulted in a cost savings of \$1,500”)

Additional sections—list in order of relevance/importance

7. **Honors and Awards**

- Name of each honor and award with little or no description
- Scholarships
- Dean’s list (3.7/4.0), number of semesters

8. **Computer Skills**

- Software and languages listed if relevant, beginning with those that not every other applicant will have

9. **Activities**

- Name of organization and any leadership positions held
- Leadership roles in bullet points
- Limited description if just a regular member

10. **Volunteer Experience**

- Name of organization and limited description

11. **Foreign Languages**

- Listed with descriptions “Fluent in...” “Working knowledge of...” or “Familiar with...”

12. **Study Abroad Experience**

- Location, school, and dates
- Courses listed or described in bullet point format
- Relevant projects described in bullet point format

Other Section Headers to Consider

Licenses, Certifications, Relevant Projects, Job Shadowing, Achievements, Professional Associations, Presentations, etc.

References

- Listed on a separate page or document from the resume
- “References available upon request” **not** included on resume