



## Resume Checklist (In Order)

### Contact Information

- Full Name
- Phone Number & Email Address (only list one of each)
- City & State you live in (you don't need full address)
- Optional add: LinkedIn URL (customize it, i.e. LinkedIn.com/in/Marsha-Brady)

### Skills and/or Accomplishments

- Should be relevant to position you are applying for. You can choose to list skills or accomplishments, or both.
- Focus on hard skills as much as possible. Examples: Data Entry, Digital Marketing, Forklift Certified, Money Handling, Administrative Support, Bottling Line Operations.
- Accomplishments should be detailed and quantified. Example: Developed fully integrated marketing campaign distributed to 5K students, resulting in 5% increase in attendance.

### Work Experience

- Information should be up to date (month and year) with most recent experience at the top. Focus mostly on your last 2-3 positions or past 5 years. Older positions can simply be listed with dates to save space.
- Make it easy for a recruiter to understand what you are currently doing, how past positions make you qualified for the job, and what type of roles you've been successful in.

### Education

- If you've graduated recently or don't have much work history, you may want to move this above experience. Otherwise, keep it below your work experience.
- List school, location, area of focus and year you graduated.
- You may also want to include any relevant courses, achievements, clubs or activities.

### Additional Tips:

- ❖ Keep your resume to one page. With some exceptions, one page is best practice and an excellent opportunity to show your ability to prioritize and edit.
- ❖ When it comes to references, we recommend sending them to employers as requested as opposed to sending with your resume.
- ❖ Forego a personal statement listing unmeasurable attributes, i.e. quick learner, goal oriented, etc.
- ❖ Use at least a 12 point, common font (Ariel, Calibri, Cambria, Helvetica).
- ❖ Use bullet points to make information easier to read.