RESUME REVIEW CHECKLIST

ANNA MARIA COLLEGE

APPEARANCE

- ☐ Consistent use of graphic elements (bold type, italics, underlining, bullets)
- ☐ Resume format is well-organized, making the most important points stand out
- ☐ Font size and type are appropriate (look professional)
- ☐ Is one page (allowable exceptions: resume is for application to a federal government job; there is extensive, relevant experience; the document is a curriculum vitae)

WRITING QUALITY

- ☐ No grammatical or spelling errors; correct verb tenses used throughout resume
- ☐ Words are carefully chosen to avoid redundancy and strike a professional tone
- ☐ Avoid use of personal pronoun, "I" and passive voice.

CONTACT INFORMATION

- ☐ Name is prominent along the top of the page, but not too large in size
- ☐ Contact information is complete; lists e-mail address; phone numbers include area codes; postal mailing address is included

EDUCATION SECTION

- ☐ Includes high school attended only if a college freshman or sophomore
- ☐ Overall GPA is included if above a 3.0

SKILLS SECTION (OPTIONAL)

- ☐ Lists relevant technical skills
- ☐ Lists relevant certifications or training programs completed. Lists computer programs that you use at an "above average" level.
- ☐ If foreign language listed, specifies fluency (basic, intermediate, advanced, native speaker).

EXPERIENCE SECTION

- ☐ Emphasis placed on experiences that relate to the position.
- ☐ Current positions are listed first; others in reverse chronological order.
- ☐ Descriptions start with action verbs and are written to highlight skills, knowledge areas and accomplishments
- ☐ Includes title and dates position held as well as name and location of organization.
- ☐ Bullets for "typical college student jobs" address how core workplace skills were used
- ☐ Uses 2-3 PAR statements: P= Problem A= Action R=Result, for example: Developed (A) new filing system (P) that improved processing time for issuing invoices (R).

ACTIVITIES SECTION

- ☐ Includes leadership roles and other key activities (e.g. work with youth is listed if seeking an education position.
- ☐ Lists items that represent a balance (does not focus on just one activity area; e.g., sports).

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