**Resume Checklist**

**Contact:**

* Your name in larger font
* Your Address
* Your Phone #
* Your appropriate email

**Format:**

* Only 1 page
* 10-12 pt. Font
* 1 inch margins
* Bolded sections (Work Experience, Education, etc.)
* Does not use pronouns
* Uses present tense for jobs you currently have
* Uses past-tense for jobs you’ve had in the past
* Spaced consistently
* Bullets are indented consistently
* All sections are indented consistently
* Easy to read and find information
* Grammar and spelling is perfect

**Objective:**

* Specific position desired
* Specific company desired

**Work Experience:**

* In reverse chronological order
* Title
* Employer (company)
* Location
* Address (at least city and state)
* Years employed (Example: Summer 2007-Fall 2009)
* Bullets (at least 3) that explain work experience/responsibilities
* All bullets start with a different action verb
* All bullets should be tailored to desired job

**Education**

* School Name
* Address (at least city and state)
* Degree
* Anticipated Graduation Date
* GPA if above 3.0

**School Activities**

* In reverse chronological order
* Name of activity
* Number of years involved
* Bulleted duties/responsibilities if there is room
* All bullets should start with a different action verb
* All bullets should be tailored to desired job

**Awards**

* Lists awards and years received

**NO REFERENCES NEEDED**