

# Resume Review Checklist

This checklist has been designed to assist with reviewing resumes for internship and employment searches. You will need to work with a Peer Career Advisor to develop a resume that meets the following conditions before you can schedule an appointment with an Internship Advisor. The advisor will assist with your specific internship search needs as well as provide guidance on “putting the final polish” on your resume, including discussion about the benefits of using additional categories.

<b>APPEARANCE</b>	<b>__OK</b>	<b>__CHANGES NEEDED</b>
<ul style="list-style-type: none"> <li>Consistent use of graphic elements (bold type, italics, underlining, bullets).</li> <li>Resume format is well-organized, making the most important points stand out.</li> <li>Font size and type are appropriate (look professional).</li> <li>Text is balanced on the page.</li> <li>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).</li> </ul>		
<b>CONTACT INFORMATION</b>	<b>__OK</b>	<b>__CHANGES NEEDED</b>
<ul style="list-style-type: none"> <li>Name is prominent along the top of the page, but not too large in size.</li> <li>Contact information is complete; lists e-mail address; phone numbers include area codes; postal mailing address is included.</li> <li>If you have created an online portfolio of work samples using a tool like <i>Visual CV</i>, include the portfolio’s web address. Include social media identifiers (e.g., your Twitter handle, blog, etc) if you have a professional, online brand.</li> </ul>		
<b>EDUCATION SECTION</b>	<b>__OK</b>	<b>__CHANGES NEEDED</b>
<ul style="list-style-type: none"> <li>Includes the same information that appears in bold in the Education section on the Resume Writing Outline handout (your information can appear in a different order, though).</li> <li>Includes high school attended only if student is a college freshman or sophomore (exception: the student was a valedictorian or achieved comparable academic honors).</li> <li>Overall GPA is included if above a 3.00 (those in the Natural &amp; Mathematical Sciences should list GPA’s &gt; 2.80).**</li> <li>Major GPA is included if above a 3.00 <u>and</u> based on a minimum of three courses.</li> </ul>		
<b>EXPERIENCE SECTION(S)</b>	<b>__OK</b>	<b>__CHANGES NEEDED</b>
<ul style="list-style-type: none"> <li>Emphasis placed on experiences – paid or unpaid – that relate to the position the individual is seeking.</li> <li>Current positions are listed first; others listed in reverse chronological order.</li> <li>Descriptions start with action verbs and are written to highlight skills, knowledge areas, and accomplishments as well as duties performed.</li> <li>Includes title and dates position held as well as name and location (city and state) of organization.</li> <li>Bullets for “typical college student jobs” (e.g., retail, food service, labor) address how core workplace skills were used</li> <li>Uses 2-3 PAR statements: P=Problem [or focal point], A=Action, R=Result(s); e.g., <i>Developed (A) new filing system (P) that improved processing time for issuing invoices (R).</i></li> </ul>		
<b>SKILLS SECTION (optional)</b>	<b>__OK</b>	<b>__CHANGES NEEDED</b>
<ul style="list-style-type: none"> <li>Lists relevant certifications or training programs completed. Lists computer programs (e.g., Excel) that you use at an “above average” level. If foreign language listed, specifies fluency (basic, intermediate, advanced, native speaker).</li> <li>Describes how experiences shaped key skills (e.g., <i>3-month home stay with Japanese family increased conversational skills to intermediate level</i>). Only pertinent skills are detailed out in this way.</li> </ul>		
<b>ACTIVITIES SECTION</b>	<b>__OK</b>	<b>__CHANGES NEEDED</b>
<ul style="list-style-type: none"> <li>Includes leadership roles and other key activities (e.g., work with youth is listed if seeking an education position).</li> <li>Lists items that represent a balance (does not focus on just one activity area; e.g., sports).</li> <li>Items appear in list format. (If involvement was extensive and relevant, describe in the Experience section instead.)</li> </ul>		
<b>WRITING QUALITY</b>	<b>__OK</b>	<b>__CHANGES NEEDED</b>
<ul style="list-style-type: none"> <li>No grammatical or spelling errors; <b>correct verb tenses</b> used throughout resume.</li> <li>Words are carefully chosen to avoid redundancy and strike a professional tone.</li> <li>Avoids use of the personal pronoun, “I”, and passive voice.</li> <li>Does not include acronyms or abbreviations that might be unfamiliar to those reading the resume.</li> </ul>		

\*\*If your GPA is lower, you need to track posting details: List your GPA when it compares favorably to the value listed.