

RESUME CHECKLIST

- Your margins are at least 0.5" on all sides
- Your font size is at least 10pt
- You have closely examined your contact information for typos
- Your section headers are all spelled correctly
- Your first section is "Education"
- You have provided your degree
(“Candidate for Bachelor of Arts” for example.)
- Your GPA, if > 3.00, is listed exactly as it appears on your unofficial transcript
(You must list all 3 digits. You may include your major/concentration GPA in addition to your cumulative if you list # of courses.)
- When applicable, you have listed relevant coursework, providing specific course names instead of numbers
- You have targeted your audience in your “Experience” sections when applicable
(“Research Experience,” “Athletics,” or “Leadership and Extracurricular Experience” for example.)
- You have included cities and states for each experience in all sections and formatted them consistently
(Make sure locations are listed in the same place for each experience in every section and use two-letter state abbreviations.)
- All your experiences have dates – including months or seasons – and are formatted consistently
(Be especially mindful of alignment, spacing, how you abbreviate months, and dashes: – versus -)
- Your experiences are listed in reverse-chronological order (most recent at the top of each section)
- You begin all phrases with precise action verbs
- There is a dedicated section for skills, and you have listed relevant technical skills including languages
- You have provided some specific interests, if appropriate
- A friend, family member, or someone in CPD has looked over your document, scanning for typos