

# Resume Checklist

## General Tips

- 1 page is recommended, but do not be afraid of using 2
  - Do not use personal pronouns such as me, my, and I.
  - Consistent in format; regarding things such as periods to end bullet points, how dates are listed, font style & size, margins, section headings, indentations, etc...
  - Use bullet points to describe experiences, volunteer work, clubs, or sports
  - Use font size 10-12 for bullet points, 10-14 for section headings, 18-30 for your name
  - Check for spelling errors, remove contractions, and remove abbreviations
  - Leave off references including “references available upon request
  - Do NOT use a template. They are difficult to edit and add to in the future.
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## Contact Info

- First and Last Name
  - City, State, and zip code
  - Telephone number including area code (make sure your voicemail is set up)
  - email address (personal email)
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## Objective or Summary

- 2-4 sentences
  - “I” statements acceptable here but not necessary
  - Provide information on what type of work (FT, PT, or Intern) and field (HR, Accounting, Teaching, Nursing, Research Assistant, Analyst, or Counseling) you are interested in
  - Avoid using “either/or” statements, be specific
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## Skills

- Include computer experience, languages, certifications, special training, equipment, software, platforms, etc
  - Information in this section should be relevant to the position you are applying for
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## Education

- Name of your university (Thomas More University)
- City and State
- List the degree you will obtain NOT your major

\_\_ List your minor or concentration (if applicable)

\_\_ Dates: Follow the below examples for how to provide your dates

- Underclassmen: August 2021-present
- Upperclassmen: Expected Graduation: May 2026
- Alumni: May 2018

\_\_ Listing your GPA is optional. Only list GPAs of 3.8 or above

\_\_ Additional info: Relevant coursework or awards (not scholarships)

\_\_ Include previously attended colleges. Include all the same information from above

\_\_ DO NOT LIST YOUR HIGH SCHOOL

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### **Experience (Work, Internship, or Volunteer)**

\_\_ Order experience from most recent to least recent, according to end date

\_\_ List the organization's name from each experience (do NOT include contact info)

\_\_ List the city and state of where you worked or list "remote"

\_\_ Provide job title

\_\_ Include the dates you were involved with the organization (month/year)

\_\_ Start with an action verb or phrase at the beginning of each bullet point describing the responsibilities or measurable results achieved with each role. Prioritize measurable results.

\_\_ Write verbs in the correct tense (past or present) If you are still working there, use the present tense. If you no longer work there, use the past tense

\_\_ When possible include "how much", "how many", "how often"

\_\_ Be specific but concise.

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### **Additional Section Ideas (optional)**

- Honors and awards
- University Involvement
- Publications
- Collegiate Athletics
- Community Involvement
- Presentations