Resume Checklist

General

- ☐ The resume is limited to ONE page
- ☐ Font (10.5-12 pt)
- ☐ Includes bolding to accent strategic information (ex: job title)
- ☐ Looks Professional
- ☐ Equal Margins all around (0.5"-1")
- ☐ New to old by end date within a category
- ☐ Categories are arranged in a logical order, most relevant first
- ☐ No awkward spacing

Header

- ☐ Full name at top in larger/bold font so it stands out
- ☐ Listed appropriate email (VT Address)
- ☐ Listed Phone Number
- ☐ Did not label obvious facts such as "phone", "email"
- ☐ Listed both campus and permanent city, state, and zip code (international students: may only list campus information)

Education

- ☐ Post sophomore year high school information is removed
- ☐ Listed city, state
- ☐ Listed major, minors, and graduation date
- ☐ Included GPA if above ~2.8 (can also include in-major GPA or GPA from last few credits)
- ☐ Listed School Name (Virginia Tech)

Experience

Experience includes class projects, volunteer work, internships, externships, part time jobs, design teams, research, co-op, etc.

- ☐ Formatted the same within each section -> Included title, company name and location (city & state) and dates employed (start and end date)
- ☐ Listed all experiences in reverse chronological order (present to past)
- ☐ Began bullet points with a variety of strong action verbs
- ☐ Used present tense verbs for current positions (teach); no "-ing" verbs
- ☐ Demonstrates scope with numbers or frequency (How may people were on your team? How often did you do something?)
- ☐ Did not use personal pronouns (I, me, my)
- ☐ Each phrase is a sentence fragment (no punctuation)
- ☐ Bullet points describe skills (professional and technical) & impact of actions

Activities

- ☐ Listed relevant campus involvement, professional associations, or community involvement
- ☐ Did not use abbreviations
- ☐ Included leadership positions and described the specific activities that reveal leadership skills
- ☐ The amount of space given to activities is used appropriately

Skills

- ☐ Includes relevant technical, language, lab skills
- ☐ Does not list professional skills (ex: teamwork)
- ☐ Well organized to scan quickly
- ☐ After education section or at the bottom of the page

Do NOT have…

- ☐ Clutter, full Sentences, untailored
- ☐ Underlines / Bold if not heading
- ☐ Course numbers, years in college, omit bad GPA
- ☐ Style / Color / Headshot
- ☐ Details that are too specific, objective, not about you
- ☐ Excessive Capitalization
- ☐ Not including basic skills
- ☐ Just putting state and city