



First Year Student Resume Checklist

Appearance and Format

- Is the copy neatly centered and nicely balanced on the page?
- Is it appealing to the eye?
- If copies were made, is the print sharp, clean, and the paper spotless?
- Are your experiences highlighted by headings (centered or underlined)?

Organization

- Name, address (home and school), telephone number, and e-mail address included?
- Does the organization of the resume emphasize the points you want to stress?
- Under the heading "Education" and "Experience," are the most recent listed first?
- Have you included "Interests or School Activities" to highlight additional information reflective of your desirable traits or attitudes you will bring to the job?

Content

- In the Work Experience Section, do your descriptions cover all of your work experiences relevant to the position you are applying for?
- Have you given emphasis to awards, accomplishments or activities marketing your ability to act responsibly?
- Have you included foreign languages that you speak and/or read?
- Have you carefully phrased your resume to stress your ability to perform successfully as a potential employee?
- Have you included all of your technical knowledge? (Place under Profile Section or create a Technical Section)

Writing Style

- Have you used concise phrases? Do not use paragraphs.
- Is the grammar, punctuation and spelling correct?
- Were you careful not to be repetitive or excessive in your description?
- Do most of the phrases in your resume start with different action verbs?
- No personal pronouns used such as "I", "My" or "Me"?

Overview

- Have you contacted your references and received permission to use them as references?
- Have you produced a typed reference list?
- Does your resume have a "professional look"?
- Is your resume an attractive, interesting, quick reading factual account that proves that your experience and personal assets qualify you for the job that you want?