

# RESUME WRITING CHECKLIST

Your resume should be job and employer specific. Use the following checklist to ensure yours stands out from the crowd. Your resume is a living document, and you will continually update it and improve it as you gain experience and advance in your professional journey.



## FORMAT

- ☐ Limit to one page.
- ☐ Maintain plenty of white space. Avoid long paragraphs of text.
- ☐ Use bullet points for ease of reading.
- ☐ Select a clear, easy to read font.
- ☐ Be consistent with text alignment.
- ☐ Use bold or italic to draw the reader's eye to key points.
- ☐ Use a pre-formatted, simple resume template. Microsoft Word and Google Docs have templates you can use.

## STYLE AND STRUCTURE

- ☐ Wording should remain 100% professional and be grammatically correct.
- ☐ Use high impact, positive words and active verbs to make for compelling reading. This is one [resource](#) providing examples for various types of experiences.
- ☐ A good resume should flow in logical order: contact details, objective/summary, education and training, experience starting with your most recent job.

## CONTACT DETAILS

- ☐ Include your phone number, email address, optional LinkedIn, other social media, website or portfolio link. Ensure your email address is professional and one you regularly check. Include your phone number, email address, and LinkedIn profile. Ensure your email address is professional.

## SUMMARY STATEMENT OR OBJECTIVE

- ☐ The summary statement should provide a clear match of your skills to the role applied for. It serves as your sales pitch and explains why you are the best candidate for the job. This is also referred to as your objective which is the goal of your resume and communicates your motivation for applying to various opportunities. Here is [a link](#) to some examples.
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## EDUCATION AND TRAINING

(If you are a student, place this section before your employment history.)

- ☐ List your education and training, starting with the most recent. You may include relevant courses, honors/awards, academic achievements and GPA (only if it stands out amongst your peers, general guidance is to list 3.5 or above).
  - ☐ Include all formal education post-high school.
  - ☐ Detail all certificates, qualifications, and additional education.
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## EXPERIENCE

- ☐ List your experience/employment history, starting with most recent. If you do not have work experience, include internships and significant volunteer experiences here. You may also create a specific Campus and Community Service section if you have significant experiences to share in this category
  - ☐ Highlight key responsibilities and accomplishments. (During your job/internships, keep a running list of projects and tasks to ensure you are specific when it's time to update your resume.)
  - ☐ Back up your achievements with figures, percentages, and data where possible.
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Try this Google XYZ formula for each bullet point you add to your Experience section.

\* I accomplished X as measured by Y by doing Z

In other words, ask yourself: What did I do and what was the (measurable) result? Is there at least one hard skill or tool mentioned?

**Example:** Collaborated with 10+ organizations on a university wide event for 100 attendees to promote a positive campus culture.

**Example:** Planned and coordinated bi-monthly panels for audiences of 20–25 undergraduates on money management utilizing TikTok and Instagram for promotion.

## SKILLS

- ☐ Include hard skills or measurable abilities like Google Analytics, MS Office Suite, Google Drive, Adobe Photoshop, etc.
  - ☐ Include power skills or personal abilities like leadership, empathy, critical thinking, communication, adaptability, etc.
  - ☐ Include language skills and your ability in each language. Review LinkedIn suggestions for describing language proficiency [here](#) and [here](#).
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## KEYWORDS

- ❑ Carefully review each job posting for key words and skills. Include these in your resume description when possible. Many employers use computerized systems to sift through resumes during the initial application. Including industry/company/job relevant keywords and phrases will help your resume pass these tracking systems and move onto the next stage.
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## PROOFREAD

- ❑ Spelling and grammar checks are essential. Get a few other people to read over your resume to be 100% sure everything is correct.
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### Further Resources

Career and internship websites:

- [“The Top 20 Best Websites to Find Internships”](#) (Compiled by Paragon One)
- [InternQueen](#) (Site partners “college ambassadors” with various brands)
- [MediaBistro](#) (Site for creative opportunities, i.e. writing, editing and graphic design)

Tips:

- Follow sites that match your interests on your preferred social media to stay up to date on opportunities.
- Set up a search that meets your career interests (if applicable).
- Check your sites regularly.