

# Resume Checklist

<b>FORMAT:</b>	<b>Y/N?</b>	<b>Notes:</b>
Full page but not overcrowded		
The name is largest and stands out; 16 font (or more) and bold.		
Choose and list two methods of contact (Email, LinkedIn url, phone number, etc.)		
Formatting makes it easy to quickly identify section headings, job titles, and organizations.		
Minimum 2 bullets per job; 3-5 bullets per job suggested.		
Fonts, font sizes, and other features (such as boldface type) are used in a consistent pattern throughout resume.		

<b>EDUCATION SECTION:</b>	<b>Y/N?</b>	<b>Notes:</b>
Includes degree, institution, location, expected graduation date, major, & GPA (if desired).		
Study abroad location (if applicable) is listed.		
Thesis title or topic (if known) is listed.		

<b>EXPERIENCE SECTION:</b>	<b>Y/N?</b>	<b>Notes:</b>
Experience includes paid, unpaid, volunteer, leadership roles, teams, and applied class projects.		
List job title, organization, location, and start/end dates (month, year).		
Bullets should follow this format: Action Verb + Task + Purpose/Result		
Whenever possible, bullets should include quantifiable results (e.g. increased budget, decreased time, raised \$).		

<b>OPTIONAL ADDITIONAL SECTIONS:</b>	<b>Y/N?</b>	<b>Notes:</b>
Additional sections are tailored to the specific job, and what the employer may want to know.		
Scholarships/Awards are merit-based and describe what they are for.		
Skills section focuses on hard skills such as languages spoken, tech skills, lab skills, computer software proficiencies, data analysis tools, social media platforms, etc.		