

# Resume Review Checklist

A resume is a basic tool in your job search process. It needs to be carefully tailored to highlight relevant knowledge, skills and abilities. The more research and effort you put into the resume the more likely you will be called for interviews where your resume may guide the conversation.

## General Guidelines:

- |     |    |   |
|-----|----|---|
| Yes | No | Resume is easy to read and consistent in style and format.  |
| Yes | No | Font sizes kept between 10-12 points.   |
| Yes | No | Bold, italics and underlining kept to a minimum and used consistently.  |
| Yes | No | Margins and line spacing keep the page from looking too crowded.  |
| Yes | No | Resume is appropriate length (one page).  |
| Yes | No | No personal pronouns such as "I, me, they, you, he, she, his, her, your, their."  |
| Yes | No | No typos or grammatical mistakes.   |
| Yes | No | No "References and portfolio available upon request" on your resume. This should be a separate document in the same format as resume. |

## Contact Information:

- |     |    |  |
|-----|----|--|
| Yes | No | Include first and last name, address, email address and phone number. If you go by another name, list it in parentheses after your official first name, e.g. Jng (Joseph) Lin. |
| Yes | No | Include the URL for your LinkedIn profile, website or professional blog (if applicable).   |
| Yes | No | Have a professional and appropriate email address (BSU email address works).   |

## Education:

- |     |    |   |
|-----|----|---|
| Yes | No | List degrees in reverse chronological order (most recent listed first).                     |
| Yes | No | Include 4 Q S J O H G J F M E 5 F D I O J D B, M Q S P J N H G O J F U Z E, S V A M M F H F |
| Yes | No | Include college, degree, major/concentration  |
| Yes | No |   |
| Yes | No |   |

Leadership Experience:

- Yes No List involvement in student clubs, community organizations, volunteer work, professional associations, honor societies, athletic groups, international experiences.
- Yes No List organization name, location, and date of your involvement (month and year or semester and year).
- Yes No If you hold a leadership role in an organization, give details to showcase your tasks and accomplishments.

Additional Categories:

You can include some of the following categories in addition to those listed above:

Publications      Research      Independent Projects      Interests      Awards      Competitions

Commonly Asked Questions (r)4/TT1 11.04 T\* n B.dpiAdd1 .39e W\* n BT //TT