

Resume Checklist

Name: _____

Directions: Review the resume that you have just created. If necessary, make corrections and then put a check mark on the space provided before each letter. Resubmit your revised resume and this checklist for full credit.

Heading:

- a) centered
- b) enlarge your name 1 or 2 font sizes
- c) appropriate capitalization of *all* words
- d) boldface (at least your name)
- e) correct use of commas and space between Brighton and MI
- f) contains complete name, address and phone number

Objective:

- a) begin with: To obtain...
- b) no period at end of statement

Special Skills:

- a) at least six skills
- b) no repeats of the same word to begin skills
ex: *maintaining* and *maintaining*
- c) avoid period at end of phrases (*These are not sentences.*)
- d) be clear and specific enough

Education:

- a) School and address written correctly
- b) expected graduation date
- c) GPA – if appropriate
- d) appropriate capitalization of subjects

Activities:

- a) specific regarding activity and duration (*amount of time*)
- b) no periods – not sentences

Experience:

- a) complete address
- b) specific assignment ... don't be too vague
- c) dates

References:

- a) 3 references
- b) *complete* addresses and information
- c) avoid "boxing" them in
- d) correct format

General Areas:

- a) check all spelling
- b) boldface title of each section
- c) spacing/format
- d) use only one page
- e) commas between each city and state
- f) correct spacing/format for all telephone numbers

Resume Skeleton—

Your typed, error free, final copy will be one page long

Full name, Centered, All Capitals
Street Address
City, MI zip
(Area code) phone number

OBJECTIVE:

State a specific job title
(Resume could also request an educational internship or a specific opportunity.) For example To obtain an internship in psychology OR To participate in the Summer Institute Program in engineering (Do NOT use a full sentence)

SPECIAL SKILLS:

six (6) minimum:

- ✱ _____
- ✱ _____
- ✱ _____
- ✱ _____
- ✱ _____
- ✱ _____

Action verb phrases that give examples of your skills, starting with "ing" words

Include all areas (academic, teamwork, personal management)

Be sure you are listing a special skill, not an activity

EDUCATION:

High school name, complete address including number and street name, city, state and zip
List courses related to the opportunity you seek
List your Grade Point Average if it is a 3.0 or better and the month and year of graduation

WORK EXPERIENCE:

Reverse chronological order (most recent first)
List complete business name complete address, phone number, your job title, job duties (if title doesn't make them clear) and month and year for starting and ending of employment.

ACTIVITIES:

*If you have room on the one page resume you **may** include activities or interests. Be sure you list those activities that will impress the reader **(this section not mandatory)** Put this section before references*
List activities, years participated and any titles you've held.
For example: Brighton High School Tennis Team, co-captain, 2002, 2003

REFERENCES:

Three (3) required Give the complete name, relationship to you (may not be relatives, must be person over age 21), the complete address, area code and phone number It is easiest to list reference by inserting a table of 3 columns across and then filling in the required information.

*You **must** ask permission to list someone as a reference*