

Resume Checklist

Appearance and Organization

- ✓ Visually appealing and easy to read, Word has many templates available
- ✓ Looks like a professional document

Content

- ✓ Correct and consistent verb tenses (current job in present tense and past jobs in past tense)
- ✓ Minimal use of repetitive words
- ✓ Capitalization, punctuation, and date formats are consistent
- ✓ NO typos or spelling errors

Format/Design

- ✓ No more than two fonts
- ✓ Bolding, italics, and capitalization are minimal and consistent
- ✓ Keep the page from looking too crowded
- ✓ Printing is on one side of the page only
- ✓ Paper is high-quality white or off-white bond

Contact Information

- ✓ Clearly printed at top of each page
- ✓ Include full telephone number where you can be reached
- ✓ Include a professional e-mail address (Not sunmoonstars@email.com)

Education

- ✓ List school, GPA, and graduation year
- ✓ List honors and awards
- ✓ Include relevant certificate programs and coursework

Skills

- ✓ Consistent with objective and career interests
- ✓ Match job requirements

Experience

Each paid, volunteer, or internship relevant to your objective that you list should include:

- ✓ Title, organization name, city, state and/or country
- ✓ Dates of employment or service that are consistently formatted
- ✓ Description of work using action verbs

Extracurricular Activities

- ✓ List positions held, including title and organization
- ✓ Emphasize leadership roles
- ✓ Include memberships and affiliations
- ✓ Include sports participation
- ✓ Include certifications such as CPR
- ✓ Include foreign study/language fluency and relevant conferences attended

Common Mistakes

Too long

One page is preferred; up to two pages if your experiences go beyond one page.

Grammatical or spelling errors

Proofread the document backward. Have at least two others proofread your resume. Do not rely on your computer's spell-checker or grammar-checker.

Hard to read

A poorly typed or copied resume does not look professional.

Print copies on a laser printer and use plain typeface, no smaller than 12-point font.

Disorganized

No logical order or arrangement; not easily read; hard to follow.

Use of incomplete sentences.

Avoid abbreviations, slang, and jargon.

Irrelevant information

If possible, customize each resume for each position.

Avoid crazy fonts, colored paper, photographs, binders, and graphics. Use white or off-white paper, plain type, black ink, and avoid symbols.

Too Modest

Your resume is a sales tool that shows your best qualifications compared to other candidates. Put your best foot forward without misrepresentation, falsification, or arrogance.

Unclear career objective

Too long, too short, not clearly defined, inappropriate, not related to job.

Poor description of experiences

Not enough description of tasks, skills, accomplishments; unnecessary addresses; too many dates; not results oriented.

Incomplete references

Include name, address, phone number, e-mail and correct title of all reference

OBJECTIVE

Outstanding student with experience in print and online journalism seeks opportunity to learn by doing while working with a communications, public relations, or publishing firm through a part-time job or summer internship.

EDUCATION

Completed three years at Hometown High School.

Graduation date: May 2019.

G.P.A. 3.85. Top 5% of class.

EXPERIENCE

Newspaper Staff Member, Hometown High School

- **Aug 2013 - present.** Features editor of campus newspaper, responsible for award-winning design.
- **Aug 2010 - Aug 2013.** Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy.

Yearbook Committee Member, Hometown High School

- **Aug 2013 - present.** Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product.
- **Aug 2010 - Aug 2013.** Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars.

RELEVANT HIGH SCHOOL STUDIES

Technical writing; advanced composition; debate; video production; computer classes providing knowledge of word processing, desktop publishing, and Web software.

HONORS, AWARDS, VOLUNTEER WORK AND MEMBERSHIPS

- U.S. Media Association Scholarship recipient
Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.
- 2012 Best High School Newspaper Design winner
Central State Regional Communications Contest, sponsored by the Communications Department, State University.
- President of high school chapter of
Future Communicators of America (FCA), 2012 - present
Member, 2011 - present.
- Volunteer: Humane Society, 2012 – present

REFERENCES

John Smith

303-123-4567

jsmith@highschool.edu

English Teacher

Claire Jones

303-891-0123

csmith@highschool.edu

Guidance Counselor

Nancy Johnson

303-456-7890

nancy@myemail.com

Humane Society Leader