



RESUME CHECKLIST

RESUME SECTIONS

CONTACT INFORMATION

- Includes name, location (city and state only), phone number, & email address
- Should stand out (bold, slightly bigger font)

EDUCATION

- Begin with most recent education
- Include university name in full, degree earned, date of graduation, GPA (if over 3.5)

EXPERIENCE

- Include employment, internships, significant leadership positions, and/or relevant class projects or research

HONORS

- Include academic honors (i.e. Dean's List), awards, scholarships, & honor societies

SKILLS

- Foreign languages, computer skills, and other relevant skills related to the position

ACTIVITIES

- List college-related activities (student government, Greek life, clubs, sports, etc.)

HELPFUL TIPS

- Use clear and concise language to convey your experiences and skills
- Start bullet points with strong action verbs (e.g., "Developed," "Organized," "Led") to convey your contributions and achievements
- Quantify duties when possible
- Don't use words such as I, me, or my
- If submitting a resume electronically, always submit it as a PDF to avoid formatting issues
- Customize your resume for each job application
- Highlight experiences and skills that match the job description

FORMATTING BASICS

A resume that is formatted well is easier to read and more likely to be given another glance. Use this checklist to catch the reader's eye:

- Margins:** should be balanced on opposite sides with even tabs and spacing between lines and sections
- Font:** size is between 10-12 (except your name), font type is consistent and easy to read
- Length:** maximum of 1 page if you have limited work experience
- Headings:** use capitalization, bold, or italics to highlight parts of headings.
- Be sure to remain consistent
- Always use reverse chronological order
- Don't include personal information such as weight, height, marital status, social security number, age, race, religion, or political affiliation
- Avoid using graphics or pictures (unless you are applying for a graphic/visual design position)
- No spelling, grammatical or punctuation errors - have someone trusted review it!

UTILIZE CAREER SERVICES



**SCAN HERE
TO SCHEDULE!**

Schedule a 1:1 appointment for more specific resume tips and advice. We are here to help you succeed!

**WEBSITE: [ATU.EDU/CAREER](https://www.atu.edu/career)
EMAIL: [CAREER.SERVICES@ATU.EDU](mailto:career.services@atu.edu)
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