

Resume Checklist

Contact Information: (Your name, address, phone number and email)

- ☐ One email, one phone number, one address
- ☐ Double check all numbers
- ☐ Use appropriate voice mail - be ready to talk professionally
- ☐ Use a suitable e-mail address AND check/respond to e-mail within 24 hours

Objective: (One sentence that tells an employer what type of employment you are looking for)

- ☐ Purpose of resume: to get the interview
- ☐ Don't be too specific, it might eliminate you from a great opportunity

Education: (Delete high school after your freshmen year)

- ☐ Always list most recent items first throughout your resume
- ☐ The first entry is Michigan State University: List GPA and Expected Grad Date
- ☐ List your expected degree (i.e. Bachelors of Science, Mechanical Engineering)
- ☐ Don't forget to update your information each semester

Experience: (All work experience, both paid and unpaid)

- ☐ Recent and Relevant: tell reader WHO (What you did, How you did it, and the Outcome)
- ☐ List most recent employers first
- ☐ Use action verb phrases to describe work experience – don't underestimate your experiences
- ☐ Concentrate on your "soft-skills" to demonstrate good work ethic – i.e.: problem solving, teamwork, time management, good attendance, communication skills, etc...
- ☐ Experience doesn't have to be paid – Project Work & Capstone Projects count
- ☐ Include: Job Title, Company, City, State, Dates

Skills: (Computer skills, languages, etc...)

- ☐ List the obvious – detailing ALL computer skills
- ☐ Include your level of skill- proficient, basic knowledge, training in, etc.
- ☐ List items that make you unique – i.e.: foreign languages, public speaking, customer service training, etc...

Activities/Leadership:

- ☐ List extracurricular activities that show all facets: teamwork, artistic value, creativity
- ☐ Include Study Abroad and volunteerism
- ☐ Include dates involved

Honors/Awards:

- ☐ Update to include scholarships/awards which are granted (These can also be placed under education)

References: (Available Upon Request) (Optional)

- ☐ You do not need to include these on your resume. You also do not need "Available upon Request". Employers know this...save the space.
- ☐ Have three to five references ready: faculty, supervisor, mentor, etc. (Note: be sure you tell your reference that you are using them AND provide them a copy of your resume and search/interview updates)

Other:

- ☐ Do not use font below 10.5 pt
- ☐ Keep undergraduate resumes to 1 page
- ☐ Do not use margins less than .5
- ☐ Spell check and grammar check