

RESUME CHECKLIST

Interviewing is hard, and first impressions are key. While in-person meetings leave room for human error, your resume is the one place where you can be fully prepared. Use our resume checklist to guide you in creating the best resume possible, and set you up to land the job of your dreams.

CONTENT *What do you include?*

- Tailor your resume to the job you are applying for. Read the job description and make sure to touch on those points.
- Place your most relevant work experience at the top.
- Be concise. Recruiters and employers read through many resumes, and you want to make sure that they do not get bored and stop reading yours.
- Eliminate unnecessary or out of date info. Nobody cares what you did in high school.
- Avoid a summary or objectives paragraph. It just pigeon-holes you.
- Use the skills or interest section at the bottom of your resume to further showcase your personality. People will use anything to find a human connection, if they share any interests with you, it becomes a good conversation-starter.
- Include any charitable work and major extracurricular activities. People are hiring a human-being, and it is good to show that you are passionate and engaged outside of the office.
- Create a website or have a digital portfolio. Everyone looks the same on paper. How are you going above and beyond?

LANGUAGE *How do you say it?*

- Vary language and descriptive words so each job doesn't sound the same.
- Start each bullet point off with an action verb. You want to get people excited to read what you have written and keep them interested.
- Stand out. Use your own voice, design aesthetic and flair.

PRESENTATION *What should it look like?*

- Use a clean font.
- The space and alignment should be flawless.
- Make sure the resume is free of typos and grammatical errors.
- Send your resume out as a PDF, not a word document.
- Triple-check all of your grammar and formatting. The worst thing you can do is have a typo, and be rejected for a misplaced comma!
- Keep it to one page.

