



Resume Checklist

Contact Information

- Name
- Professional Email
- Phone Number

Resume Summary

- Clear, Concise Introduction
- Relevant to Job Applied For

Education

- School Name & Location
- Graduation Date (or Expected)
- Major Courses or Achievements

Work Experience

- List in Reverse Chronological Order
- Relevant Experiences Highlighted
- Accomplishments and Duties for Each Role

Skills

- Hard and Soft Skills
- Relevant to Job Description

Hobbies & Interests

- Gives Insight into Personality

Achievements & Awards

- Relevant Accomplishments
- Any Certifications

References

- Have at least Two Ready
- Inform them Before Sharing Their Details

Formatting & Layout

- 1 - Inch Margins
- Professional Font (Arial, Times New Roman)
- One Page (Ideal for Teens)

Proofread

- No Spelling or Grammar Errors
- Consistent Formatting

Saved as PDF

- Retains Format Across All Platforms