

Resume Checklist

1. General Guidelines

- a. Bold appropriate information such as name, headings, degree, and job titles
- b. Use appropriate and consistent margins and spacing between lines (resumes and cover letters)
- c. Space out resume information to utilize full page
- d. Do not use too many underlines, italics or different fonts
- e. Do not use Microsoft Resume Template
- f. Do not list "References Available Upon Request"
- g. Have someone else proof your resume
- h. No excuses for grammar, punctuation or spelling errors
- i. If more than one page, list name at top left of page and page number on same line on right

2. Contact Information

- a. Name on top line, bold letters and a slightly larger font than rest of resume
- b. Address, state, and zip code (NC for state)
- c. Phone (identify if home and/or cell and include area code) Ex: 336-838-0000 or (336) 838-0000
- d. Include Email Address (not risqué, vulgar, immature, etc.)

3. Objective

- a. Be specific. Search internet to see a variety of objectives
- b. Include a Job ID number and job title if needed (large corporations, i.e. Lowe's)

4. Profile/Summary/Highlights

- a. Summarize your best traits and skills which relate (see Profile/Summary Examples on WCC website)

5. Education

- a. List college, city and state (space out information consistently)
- b. Do not abbreviate degree (Ex: Associate in Applied Science, Building Construction)
- c. List future date of graduation – do not write "expected date of graduation is..."
- d. Include relevant coursework if applicable and needed (if little or no related experience)
- e. Include GPA if above average

6. Experience

- a. Include employer, city and state (do not include address, phone, or zip code)
- b. Include job title and dates of employment (month/year or just year)
- c. Begin each duty with an action verb (see website for resume power words)
- d. Do not use the word "I" or "My" if possible
- e. Use correct verb tense, i.e.; if job was in the past – use past tense verbs to describe
- f. Use bullets instead of paragraphs if it improves readability

7. Optional Headings

- a. Skills, Computer Skills, Activities, Affiliations, Certifications, Honors, Awards, Volunteer, etc.