

# Resume Checklist

## Contact Information:

- Is your name, address, telephone number, and email address at the top of your resume?
- Did you use upper case and lower case appropriately?
- Did you spell out 'Street', 'Avenue', and 'Boulevard'?
- Did you provide a campus address and permanent address if necessary?
- Did you provide your email address, and is your email address appropriate?
- Is your name the most prominent aspect of your entire resume?

## Objective:

- Did you state the industry and/or job title you are applying for and the company name?
- Is it clear and concise?
- Did you eliminate the use of 'I', 'Me', or 'My'?

## Education:

- Did you list the full, formal name of your degree?
- Did you list Indiana Tech or Indiana Institute of Technology, and then the city and state of the institution you attended?
- Is your most recent degree listed first?
- Are all degrees, majors, minors, licenses, and certifications provided?
- If you listed your GPA, is it accurate and is it over 3.0?
- Is the month and year of graduation included?
- Is all high school information omitted?

## Relevant Coursework:

- Are course titles used rather than course numbers?
- Are the course titles accurate (is that what will be represented on a transcript)?
- Are irrelevant or obvious courses eliminated?

## Experience:

- Is your most relevant experience listed first?
- Did you include internships, practicums, externships, observations, job shadowing, volunteer positions, etc.?

- Are your experiences listed in reverse chronological order (most recent first)?
- Did you provide your position title, the company name, the city and state, and your dates of employment?
- Are strong action verbs used to describe your duties and responsibilities?
- Are your action verbs in the appropriate tense (present tense for a current position, past tense for a past position)?

## Skills:

- Are skills relevant to the position/industry?
- Is your level of competency indicated (familiar, fluent, proficient, etc.)?

## Honors/Awards:

- Are scholarships and honor societies spelled out?
- Did you provide dates of accomplishment?
- Dean's list/semester honors?

## Activities/Memberships:

- Did you spell out the names of the organizations?
- Are the mentioned activities/memberships relevant?
- Did you use this section to express leadership, sociability, and your interests?

## Overall Appearance:

- Does your resume utilize 1 full page, 2 pages if you have extensive relevant experience?
- Did you use industry jargon/keywords?
- Did you eliminate any personal or possible discriminatory information provided?
- Is it error-free? (no punctuation, spelling, or grammar errors?)
- Did you refrain from using a template?
- Is all the information on your resume truthful?

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<sup>i</sup> Last Updated: 7/2017