

Use this checklist to review your résumé prior to your appointment and to avoid common mistakes. While this serves as a general formatting guide, your résumé should be tailored to align with the specific position for which you are applying.

Format

- Calibri and Times New Roman are preferable fonts
- Font size no smaller than 10
- Margins 1" and .5", depending upon amount of content
- Emphasize major headings using bold, italics, capitalization, and underlines, appropriately and consistently
- Information in each section listed in reverse chronological order
- 1 to 2 pages, depending on content

Personal Information Header

Located at the top of the page and does not take up an excessive amount of space (do not use a header).

- First and last name
- Address
- Phone number
- E-mail address

Professional example:

John Smith
123 Main Street
Nashua, NH 03060
603-555-1234 • jsmith@gmail.com

Summary Statement/Core Competencies

- Provides a focus for the skills you possess
- Targeted toward specific qualifications/skills indicated in job description

Summary Example:

Successful project coordinator, driven by eagerness to help others, and able to assess complex situations and formulate solutions. Contributed valuable initiatives to Center Director; many utilized by current staff. Recognized by supervisor and staff for possessing a high level of motivation and initiative in carrying out an intensive project with minimal guidance and supervision.

Core Competencies Example:

- Project Management
- Data Collection
- Fundraising
- Process Improvement
- SPSS Outreach
- Bi-lingual

Education

List all colleges and universities where you earned a degree, certification, or licensure, beginning with your current institution.

- City and state where university is located
- Complete title of degree and majors/minors
- Date of graduation (month 20XX)
- List of licensures and certifications
- Cumulative GPA if 3.0 and above, or major GPA if higher than cumulative GPA
- Relevant coursework, listed by course title and relevant to the position applying to

Example:

Rivier University, Nashua, NH
Bachelor of Science, Criminal Justice, GPA 3.5
May 2010

Relevant Coursework

- Criminal Law and Procedures
- Legal Writing & Research Criminology
- Juvenile Justice
- Professional Ethics
- Corrections & Community Supervision

Experience

- Title of position
- Full name of company/organization
- City and state where company is located
- Dates position was held (Month 20XX)
- Bulleted accomplishment statements emphasizing your skills and accomplishments
- Each accomplishment statement begins with an action verb
- Action verbs are the appropriate tense: present tense for current positions, past tense for prior positions
- Experience listed in reverse chronological order, starting with most current position

Example:

Title, XYZ Inc., Nashua, NH

September 2013–Present

- Competently manage multiple job responsibilities in a high-volume, fast-paced dining establishment, serving up to 150 customers per shift
- Coordinate and maintain detailed and accurate calendars for three Assistant State Attorneys including meetings, victim and witness conferences held at the office and court dates
- Effectively delivered rapid response care for patient in respiratory distress, successfully collaborated with physician and staff, resulting in positive recognition by preceptor

- Worked closely with Special Education teacher to respond to needs of 11 children in class with learning disabilities
- Co-developed IEP plans emphasizing concept development, language, communication, motor, and self-help skills
- For three summers, organized and chaired an auction of goods donated from local business and community residents, raising more than \$6,000 per summer for local homeless shelter
- Successfully interacted with more than 50 customers daily, achieving \$300-\$500 in sales per day while working weekends in a retail clothing store

Activities

Emphasize leadership roles:

- Title of position
- Full name of company/club
- City and state where company is located (if not a campus activity)
- Dates position was held (month 20XX)
- Bulleted accomplishment statements emphasizing your skills and accomplishments
- Experience listed in reverse chronological order

Example:

Freshman Orientation Leader 2007–2010

- Addressed groups of incoming first-year students on academic requirements and college life, assisting with three orientations

Captain, NCAA Division III Women's Basketball Team 2006–2010

- Chosen by teammates for leadership abilities

Treasurer, Business Student Association Fall 2008–Spring 2012

- Successfully managed the finances of a student-run organization comprised of over 300 members, remaining within a \$15,000 budget

References

- Include name, title, organization, address, phone number and email (references are listed on a separate document with personal information header)
- Do not use “References Available Upon Request” on résumé

Overall Appearance

- Looks professional, free of typos, spelling mistakes and grammatical errors
- Includes name and page number on all pages if more than one page

Adapted from Texas A&M Career Center, Résumé Checklist

Raider Résumé Checklist

Refer to this checklist while preparing your résumé, and review it again before submitting.

Format & Overall Content



- Fills 1 page with 0.5–1" margins (federal, academic, medical, or other technical experience might warrant 2+ pages) ☐
- Main font size 10-12pt, header font size up to 12-14pt; consistent use of bold and italics (not used on body text) ☐
- Easy-to-read font (Times New Roman, Calibri, Georgia, Cambria, Garamond, Helvetica, Tahoma, Verdana, Gill Sans, or Arial) ☐
- No spelling or grammatical errors; spell out acronyms ☐
- Name and Contact Info at top of page; E-mail and phone required; LinkedIn and City/State optional) ☐
- Each section in reverse chronological order (i.e., current or most recent at top of each section) ☐

Education Section



- Name of Institution, Degree Pursued (B.S. or B.A.), Major(s), Minor(s), Anticipated Graduation Month/Year, Prep Plan ☐
- *Optional:* GPA (if above 3.0), Relevant Coursework, Honors ☐
- Remove high school diploma and experiences after two years ☐

Experience Section



- Organization, Job Title, Location (city, state), Start-End Dates (month/year) for experiences in last 3-4 years ☐
- 3-5 bullet points for each experience starting with engaging verb ☐
- Focus bullets on contributions/accomplishments; answer what-why-how; quantify when possible with how often, how many, etc. ☐
- Descriptions connect to transferable skills (communication, problem solving, equity & inclusion, leadership, teamwork) ☐
- *Optional Additional Sections:* Involvement, Leadership, Service, Research, Certifications, Languages, Technical Skills ☐



Résumés

A résumé is a one-page summary of your academic, employment, and co-curricular experiences. Along with a cover letter, the résumé plays a key role in selecting candidates for initial interviews. Your résumé provides employers with their first impression of you as a candidate.

Highlighting Your Experience

Helpful Hints

- For each significant experience, describe your specific duties and responsibilities.
- Describe **actions** taken and concrete **results** achieved.
- Identify interpersonal or technical **skills** used.
- Provide **examples** of tasks or projects including quantitative information (e.g., size of budget managed, number of employees supervised) and the results of your work if you believe that this data will strengthen your résumé.
- Include any significant **accomplishments, achievements, or awards**.

Keywords

Many employers scan and store résumés into databases which are searched by “keywords” to identify candidates with the skills, experience, and educational background sought for specific positions. Make sure keywords are incorporated in descriptions.

Common Jargon

Whenever possible, use common or accepted jargon (e.g., MS Word, MS Excel, Access, Mac OS, MS DOS, GPA, etc.). The more you use, the more likely the reader will pick up on important transferable skills you possess.

Keep it simple and clean

Avoid parentheses, underlining, graphics, abbreviations, borders, italics, lines, columns, or brackets.



Action Verbs

Using action verbs will allow you to highlight the tasks you can do. Word choice is critical in order to describe what you have done and to persuade potential employers to give you an interview.

FYI

What is a CV? How is it different from a résumé?

A Curriculum Vitae (CV) is a detailed synopsis of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, and affiliations. In the U.S., its purpose is to outline your credentials for an academic position, fellowship, or grant. Its length can range from 2-4 pages.

Aa

Format

- Use one font style throughout the entire résumé; make sure it is a font that is easy to read (e.g., Times New Roman, Calibri, Georgia, Cambria, Garamond, Gill Sans, or Arial).
- Use a font size of 10-12.
- Left justification only. Margins should be between 0.5–1" on all sides.

Information to Include

Heading

Your full name, school and home addresses, e-mail and phone number.

Education

List Rivier University, year of graduation, major, minor and concentration, awards and honors, GPA (if over 3.0), and study abroad institutions should be listed separately.

Experience

Part-time, summer, full-time, internships, senior/capstone project, class projects, laboratory research, athletic, military, entrepreneurship, extracurricular leadership, and volunteer work. Include dates, employers, locations, position title and description.

Campus Activities

Note any organizations to which you belong. Include title and dates of any leadership roles you have held. If you are a member of a varsity sports team, indicate your participation.

Other Categories

Professional certifications and/or licensures, affiliations or professional associations, relevant computer skills, technical or laboratory skills, honors and awards, publications and presentations, leaders, language abilities.



Check your work!

No typos, grammatical errors or misspellings. Do not rely on a "spell check" or AI function to catch all errors. Aim for a visually-pleasing, uncluttered appearance. Try using bullet points for a sense of visual balance.