

## Resume Checklist

Please use this checklist **prior to your appointment** to review your resume and to prevent common mistakes being made. This resume checklist should be used as a basic format design however resumes should be adapted to focus on the position being applied to.

### **Format:**

- Calibri and Times New Roman, preferable fonts
- Font size no smaller than 11
- Margins 1" and .5", depending upon amount of content
- Emphasize major headings using bold, italics, capitalization, and underlines appropriately and consistently
- Do not use a resume template
- 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 an excessive amount of space, do not use a header

- First and last name
- Address
- Phone number
- Email address, professional

#### ***Example:***

**John Smith**  
123 Main Street  
Nashua, NH 03060  
603-555-1234 • [jsmith@gmail.com](mailto:jsmith@gmail.com)

### **Summary Statement/Core Competencies:**

Provides a focus for the skills you possess

- Targeted towards 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 / Process Improvement / Data Collection/ SPSS  
Outreach / Fundraising / Bi-lingual

### **Education:**

List of colleges/universities in which you received a degree/certification/licensure starting with current university

- 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 3.5 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 ~ Juvenile Justice ~ Corrections & Community Supervision ~ Legal Writing & Research Criminology ~ Professional Ethics

**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 eleven 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 \$6000 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:

**Freshmen Orientation Leader**

2007-2010

- Addressed groups of incoming freshmen on academic requirements and college life, assisting with 3 orientations

**NCAA Division III Women's Basketball Team**

2006-2010

- Captain, 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 separate document with personal information header)
- Do not use "References Available Upon Request" on resume

**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