

RESUME CHECKLIST

General Tips

- Be clear and concise. Leave out extraneous information.
- Verify the accuracy of addresses, phone numbers, and e-mail.
- Check and correct spelling, grammar, and punctuation errors. (This is your marketing piece.)
- Quality: Pay attention to format, font size (no less than 11 point), print quality and paper. Use high quality bond stationary, preferably 24-pound weight. Avoid copy paper.
- Set margins at NO LESS than 0.5 inches on all four sides.
- Avoid underlines and (parentheses) as these can make the resume hard to read when faxed or scanned.
- Abbreviate technical terms or US states only. Employers may not be familiar with other abbreviations, such as course titles.

Objective

- Tailor the objective to the position you are applying for and/or indicate the type of industry or organization.
- Communicate what you can contribute to an employer, not what you want to get from the organization.
- The rest of the resume supports the objective and can be tailored as well. This may mean something as simple as changing the order of the sections of your resume if something is more relevant to one position than to others (ex. Position calls for MS Access so you move your Skills section above your Experience section.)

Education

- List George Mason University and the highest degree earned first.
- Listed my degree, major(s)/minor(s), and expected graduation date.
- Add honors such as Dean's List and a 3.0+ GPA.

- List relevant courses but limit the number of courses to those that are most related to the position and/or those that indicate a skill not described elsewhere

Experience

- Relevant work experience is listed in reverse chronological order.
- Dates of employment (month/year) are lined up on the right side of resume, on the same line as my employer or job title.
- Use active verbs to describe your experience. Include paid and unpaid related work experience. Unrelated work experience should also be included and can be either integrated into the Experience section or entered separately under Additional or Other Experience.
- Rather than saying, "used", "utilized", "helped", and "worked with," use action verbs that best reflect your contributions to the company.
- Focus on ACCOMPLISHMENTS not RESPONSIBILITIES when you describe your experience.

Weak: *Assisted managers with design of new office building. Responsibilities included data entry and accounts payable.*

More Effective: *Designed floor plans of new building with AutoCAD. Entered data and reconciled accounts payable for a firm with \$1,000,000 annual revenue.*

- Include relevant class projects that have demonstrated your skills and knowledge in a particular field. These can be included under Education or, if substantial and related to your objective, under Experience. Be specific about what you did, how you did it, what the outcome was, and whether you presented the results.

Skills

- Highlight technical skills, foreign languages, and other specialized skills.
- Avoid phrases like "basic knowledge" or "extremely proficient."

Activities

- Include technical and extracurricular activities and leadership roles.