

Resume Checklist

View the [BUILD - Career Readiness](#) webpage for more tailored advice.

FORMATTING CONSIDERATIONS

- Experiences listed in reverse-chronological order: most recent experience of a section listed first, working backwards to oldest experiences.
- Write out abbreviations.
- Font type and size is consistent.
- Spacing is consistent.
- Resume length is either 1 full page, 1.5 pages, or 2 pages.

NAME & CONTACT INFORMATION

- First name, last name and contact information is clearly listed at the top.
- Name and contact information is identical to your cover letter and reference list.

EDUCATION

- Include the type of degree you are obtaining.
- List majors, minors, concentrations below degree type.
- List GPA if above 3.0/4.0.

EXPERIENCE & BULLET POINTS

- Categorize experiences into sections.
- Write past experiences in past-tense and current experiences in present-tense.
- Effective dates should be formatted by the month and year or the season and year. Consistently utilize one style throughout your document.
- List skills and abilities in bullet-points, not paragraphs.

Feeling good about your draft? Email your resume to career@uwsuper.edu to receive expert advise on your resume, cover letter, CV, and/or LinkedIn profile!

AVOID USING

- Microsoft Word templates
- Italics, unless citing a publication
- Objective statements
- High school experiences
- Exaggerating titles and/or experiences
- Spelling and/or grammatical errors
- Exceeding two (2) pages
- High school experiences
- Personal details, such as:
 - photos/headshots
 - unrelated non-professional hobbies
 - unprofessional email address
- Listing references on your resume or writing, "References available upon request"

