RESUME CRITIQUE - SELF CHECK ✓

☐ Does your name stand out in a positive way without taking too much space (roughly 16-18 pt. font)?

☐ Is your contact information accurate? Is it 1-2 lines maximum with font size between 10 and 12?

☐ Are you using a template? If so, please consider using a regular Word or Google Word document, as templates are very restrictive in how the information is represented on the resume.

☐ Are all of the dates aligned to the right margin of your document?

☐ Are dates consistent in formatting: either Month Year - Month Year or in a numerical form? If abbreviated, consistency is key.

☐ Have you used the consistent formatting throughout the resume? (ie. **bold**, *italics*, CAPS, etc. are used for the same type of content throughout the document). For example, all job titles are **bold.**

☐ Have you used the same font type and size throughout the resume? Size 10 - 12? Heading and section titles can be slightly larger, but this is not recommended.

☐ Are your bullet points aligned throughout all section?

Education Section
☐ Are the names of your school(s) and degree(s) spelled out? (ie. Bachelors of Arts NOT B.A.)

☐ Does your relevant Coursework include titles of the courses that relate to the job?
Yes: BUS 102 - Principles of Business Economics, CS 242- Algorithms and Complexity
No: BUS 102, CS 242 (these don't give context to what you learn or what the class was about).

Experience Section
☐ Is company name, title, and date presented in a consistent format for all experiences?

☐ Are you using keywords from the job posting or industry to help target your resume in the bullets?

☐ Do you go beyond listing tasks? State what you did, how you did it, why you did it, and the results? Do not assume they know what you mean, be specific.

☐ Do you demonstrate your skills and accomplishments by including qualitative (more, better, efficiency, improved, enhanced, increased, etc.) or quantitative ($, #, %) results?

☐ Do you begin every bullet with an action verb that demonstrates your transferable skills?

Skills Section
☐ Have you listed all of the languages you can speak, including your level of proficiency? One write fluent if you can read, write, and speak. If you can converse, be sure to write *conversational*.

☐ Have you included all of your relevant technical skills (computer, lab, etc.)?

☐ Have you incorporated your transferable skills (communication, analysis, problem-solving, etc.) into your experiences bullet points? Do not simply list your soft skills in your skills section.

☐ Other sections to consider: Leadership experience, Affiliations, Awards and Accomplishments, Relevant Experience, Project Experience, Research Experience, Service, Additional Experience, etc.

RESUME OUTLINE

Jane Doe
702-300-0000 | jane.doe@gmail.com

Education

University Name   Estimated Grad or Grad Month and Year
Bachelors of _____ in _____   **GPA: _____**
                                                                       * GPA is not required

Work Experience

NAME OF COMPANY   Month Year - Month Year
Position Name
- Support administrative staff with incoming phone calls, data entry, filing, etc.
- Collaborate with other workers to perform administrative duties for the department
- Assist staff in management of projects and activities, handling confidential info
- Develop a system for ordering supplies, performing miscellaneous tasks, etc.

NAME OF COMPANY   Month Year - Month Year
Position Name
- xyz
- xyz
- xyz

Leadership Experience

NAME OF ORGANIZATION   Month Year - Month Year
Position Name
- xyz
- xyz
- xyz

Research Experience

NAME OF LAB or CLASS   Month Year - Month Year
Position or Research Project Name
- xyz
- xyz

Project Experience

NAME OF COURSE/LAB   Semester Year
Project Name
- xyz
- xyz

Skills

Fluent in English & Spanish, Bilingual | Proficient in using CAD+, SPSS, and Adobe
Suites