



Résumé Review Checklist

1. Contact Information
 - a. Full name
 - b. Phone number with area code
 - c. Professional email (just one email address) hyperlinked
 - d. Address (do not need to include full address; just city, state)
 - e. Optional: hyperlink to LinkedIn
2. Summary or Objective Statement
 - a. Recommended
 - b. Should be targeted to a specific position if applying to a job, or career field and location of interest if networking
3. Education
 - a. VMI
 - b. Lexington, VA
 - c. Name of degree (BA, BS)
 - d. Major(s)
 - e. Anticipated graduation date
 - f. GPA if it is 3.0 or higher (cumulative and/or major GPA)
 - g. Dean's list (if applicable)
 - h. Study abroad (if applicable)
 - i. Scholarships (if applicable; can also go under awards)
4. Professional Experience/ Activities/ Skills
 - a. Sections can be in order to highlight your strongest credentials
 - b. Experience
 - i. Internships, jobs, research, some volunteer work, etc.
 - ii. Position title, company name, city, state, and dates of employment
 - iii. Should cover accomplishments, not just duties
 - iv. Quantify when possible (ex. how many individuals you supervised in a leadership position, percentages, etc.)
 - v. Remember RAT: Results, Accomplishments, Time
 - c. Activities
 - i. Volunteer work, clubs, athletics, etc.
 - ii. Like experiences, should cover accomplishments, not just duties
 - iii. Quantify when possible (ex. how many cadets you supported)
 - iv. Emphasize leadership roles
 - d. Skills
 - i. Any relevant technical (ex. computer programs) or language skills
 - ii. Level of skill (beginner, proficient, advanced, etc.)

- iii. Limit vague skills (problem solving, communication) that can be described in your experiences or cover letter
5. Relevant Coursework (optional)
 - a. Courses relevant to the internships/jobs you are applying for
 - b. Preferable if you have limited experience on your resume OR the courses are specialized for your career field of interest
 - c. Full course names
 6. Honors/ Awards (optional)
 - a. Grants
 - b. Honor societies
 - c. Awards
 - d. Scholarships
 7. Formatting
 - a. Margins are at least .5, typically around 1"
 - b. Simple font, around 11 or 12pt except for heading
 - c. No longer than one page (too long? Review to see if less relevant information can be cut)
 - d. Easy to read
 - e. Uses bullet points instead of paragraph format
 - f. Headers and bullet points have consistent formatting
 - g. Clear headings, emphasized (underlined, bold, all caps, etc.)
 - h. Even spacing
 - i. Reverse chronological order under each heading (most recent at the top)
 - j. No graphics or images
 8. Writing Style
 - a. All bullet points begin with an action verb (no I, me, or my)
 - b. Edited for grammar, spelling, and repetition
 - c. Correct verb tense (present tense vs. past tense)
 9. Last General Notes
 - a. Limit personal information
 - b. References should be on a separate document unless it is a federal resume (do not need to say "references will be provided upon request")
 - c. Keywords from job description are included
 - d. Reviewed by a mentor or friend
 - e. Saved as a PDF
 - f. Resume is targeted to the job(s) or graduate program(s) you are applying to, with the most relevant information for the position that you are applying to; it should be targeted for each position/application
 - g. Items from high school are limited (the older an experience/activity, the more relevant it needs to be to justify including it on your resume)