Resume
CHECKLIST

FORMATTING CONSIDERATIONS

☐ List your experience in reverse-chronological order: most recent experience listed first, working backwards to your oldest experiences

☐ Write out abbreviations

☐ Font type and size is consistent

☐ Spacing is consistent

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 your majors, minors, concentrations below degree type

☐ List your GPA if above 3.0

EXPERIENCE & BULLET POINTS

☐ Categorize your experiences into sections
Career Guide: Section Headings

☐ List experience and responsibilities in bullet-points, not paragraphs
Career Guide: Build a Bullet Point worksheet

☐ Effective dates should be formatted by the month and year or the season and year. Consistently utilize one style throughout your document

☐ Write your past experiences in past-tense and your current experience in present-tense

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AVOID USING:

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

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