

# RESUME CHECKLIST

Updated 9/2023

**Does your resume heading include all essential information?**

- Full Name
- Professional Email
- Phone Number
- Relevant Social Media Profiles

**Does your work experience and skills sections take up 85% of your resume?**

- Did you structure your work experience as follows?  
Action Verb + Task/Project + Metric/Result
- Did you express your skills without using bland buzzwords like Organized or Responsible?
- Did you remember to put your work experience in reverse chronological order? Beginning with your most recent experience?

**Did you include your extracurricular activities such as hobbies, clubs, and leadership positions?**

- Did you include the start and end date for these activities?
- Did you remember to list your extracurriculars in reverse chronological order?

**Do you have 12 to 20 bullet points for all of your work experience that you have included?**

**Did you avoid repetition of action verbs and filler words?**

**Did you meet the length requirement of 450-650 words, roughly 1 page?**

## REMINDERS

- You should not have an objective or summary on your resume.
- You should not include high school past sophomore year of college.
- It can be helpful to list specific courses related to your major and industry if you do not have a lot of work experience.
- Your resume should be updated every 6 months as you are expanding your skill set and landing your dream job!