

RESUME STARTER CHECKLIST

Check out the Career Resource Handbook in the Resource section of your Handshake account at calu.joinhandshake.com

| Layout & Appearance | Yes | No | Career Coach Comments |
|---|------------|-----------|------------------------------|
| Is my name at the top of the page and in bold? Are my address, phone number and email easy to read? | | | |
| Is my resume an appropriate length? (1 page preferred for most majors except Education or those with experience) | | | |
| Does my resume have 1" margins on each side (1/2 minimum) and a 10 pt. minimum font size? | | | |
| Is formatting consistent throughout the resume? Are the headings and statements evenly spaced? | | | |
| Are my resume sections placed in the best order to highlight my strongest credentials? | | | |
| Are my accomplishment statements in bullet point format? Do I have approximately 2-6 statements per job? | | | |
| Are my experiences in reverse or chronological order? (e.g. most recent to least recent.) | | | |
| Content | Yes | No | Career Coach Comments |
| Does my objective statement clearly state what I am seeking and what I will bring to the position? | | | |
| Did I include the following headings: Education, Related Experience, Other Experience, and optional sections for Skills, Activities/Leadership and/or Honors? | | | |
| Does my education section state my official degree and expected graduation date? Did I include my cumulative or major GPA (if a 3.0 or above)? Is my GPA accurate? | | | |
| Does my experience include the full name of company or organization, the city and state where the company/organization is located, and the dates the position was held? | | | |
| Do my accomplishment statements start with strong, varied action verbs? | | | |
| Are verb tenses in the present tense for current jobs? Are the verb tenses in the past tense for previous jobs? | | | |
| Is the information on my resume relevant to the job for which I am applying? Did I include keywords that are listed in the internship or job description? | | | |
| Is my resume completely free from spelling, punctuation and grammatical errors? | | | |
| Is my resume uploaded in Handshake? calu.joinhandshake.com | | | |