



A resume is a document demonstrating your qualifications. In this job market, there are hundreds of applicants applying for the same positions. That is why it is essential for you to target your resume for each position you are considering. Use the checklist below to help format your resume.

Format

- Maintain a proper amount of white space. (Clutter vs empty unused space)
- Margins at least ½ inch
- Skills are highlighted first on the resume
- Use bold or italic to draw the reader's eye to key points
- Font is legible and in between 10-12 size
- Resume is 1-2 pages (preferably 1 page)
- DO NOT overuse bold, italics, or capitalized words
- DO NOT add your picture on your resume
- Use common section headers {i.e., Education, Work Experience, Work History, Certifications, etc.}
- The tone of your resume should be positive

Contact Details

- Include your phone number, email address, and LinkedIn customized URL
- DO NOT put the full address. It is not necessary. Only list your city, state, and zip
- Ensure your email address is professional

Summary Statement

- List a job title on the top of your resume. Either the position you are applying for or the industry title
- The summary statement or profile should be a summary of your skills, qualifications, and strengths related to the job opening
- Summary or profile should be 500 characters or less

Education & Training

(If you are a student or recent grad, place this section before your employment history.)

- List your education and training in reverse chronological order (most recent first)
- Include all formal education post-high school
- Detail all certificates, qualifications, and additional education
- List GPA and Dean's List if relatable (only if over 3.0)

Experience

- List your experience/employment history in reverse chronological order
- Use bullet points for ease of reading. Avoid long paragraphs of text
- Watch out for job hoppers or having jobs less than a year- the list just a year OR the reason why the position closed (company closed) or (staffing position Closed)
- Use high-impact, positive words to make for compelling reading
- Avoid overusing pronouns such as I, me, or my
- Back up your achievements with figures, percentages, and data where possible
- DO NOT start a sentence with "my responsibilities" or "job duties" (use action words)
- Older or less relevant jobs should have fewer bullets
- DO NOT just list your prior job duties. List accomplishments that qualify you
- Remove unrelated or outdated information that doesn't directly contribute to your qualifications for the job you're applying for.

ATS Compatible Resume

- Dates include month and years (consistent format through the resume) ATS and recruiters prefer specific date formatting for your work experience {MM / YY or MM / YYYY or Month YYYY} (e.g., 03/19, 03/2019, Mar 2019, or March 2019).
- Add top keywords from the job in the description throughout your resume (hard skills and soft skills)
- Consistent format: no more than all headings are in the same font- same style for sentence structure (present vs past tense)
- Do not use templates, text boxes, or uncommon symbols
- Do not start a job listing with the date. ATS systems look for title, company, and then dates
- Wherever possible, use specific numbers or percentages to quantify your achievements. This provides concrete evidence of your impact.
- Do not include any information in the headers or footers of the document
- Do not include any special characters or accented words
- File is saved in.pdf or .docx files {ATS process .docx files more accurately}
- File name is less than 30 characters
- No more than 1000 words count for the resume
- No common clichés or buzzwords were found
- Use keywords and exact phrases from the job description throughout your resume
- Highlight key responsibilities and accomplishments

Proofread

- Spelling and grammar checks are essential. Get a few other people to read over your resume to be 100% sure everything is correct
- References SHOULD NOT be included with your resume and do not put “Reference Upon Request” on your resume