

# Resume Checklist

<b>LAYOUT &amp; FORMATTING</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
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Is my resume an appropriate length? (1 page preferred)

CONTENT	Yes	No	Comments
<p><b>Contact Header:</b> Is my name at the top of the page and in bold (18 pt. font)? Are my address, phone number and email easy to read? Is this contact information the best way for an employer to reach me?</p> <p>**If posting resume on public job board, do not include full address. List City, State.</p>			
<p><b>Objective (optional):</b> Does my objective statement clearly state what I am seeking and what I will bring to the position?</p>			
<p><b>Headings:</b> Did I include the following headings: Education, Experience and Skills? Are there headings that will help draw attention to the most relevant information for this position (Related Coursework, Related Experience, Internship Experience, Research, Leadership Activities, Honors &amp; Awards, Certifications, Professional Memberships, etc.)?</p>			
<p><b>Education:</b> Does my education section state my institution (e.g., Towson University), institution location (e.g., Towson, MD), official degree (e.g., Bachelor of Science), major, minor, and graduation date (month and year)?</p> <p>Did I include my cumulative GPA (if a 3.0 or above)? Is my GPA accurate? (optional)</p> <p>Are there any relevant honors or awards that I want to include in this section? (e.g., Dean's List)</p>			
<p>If more than one degree is included, are they listed in reverse chronological order? (Note: high school usually drops off the resume by sophomore year)</p> <p>Did I include study abroad experience? (if applicable)</p>			

CONTENT	Yes	No	Comments
<p><b>Experience:</b> Did I include my role, name of the employer/organization, dates employed/involved (month &amp; year), city and state (e.g., MD) for all positions?</p>			
<p>Do I have approximately two to six statements in bulleted format per position?</p>			
<p>Do my statements (i.e., bullet points) demonstrate major accomplishments rather than routine tasks/duties? Check the statements that demonstrate your accomplishments.</p>			
<p>Do my accomplishment statements clearly state my contributions? (1.10.4) and (1.10.5)</p>			