## Resume Checklist

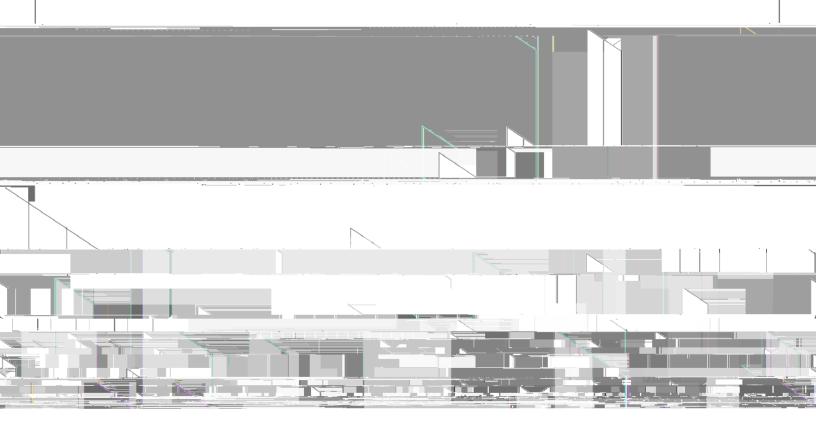
LAYOUT & FORMATTING

Yes

No

**Comments** 

Is my resume an appropriate length? (1 page preferred)



CONTENT	Yes	No	Comments	
Contact Header: Is my name at the top of the pt. font)? Are my address, phone number and Is this contact information the best way for a me?	l email easy to read?			
**If posting resume on public job board, do n address. List City, State.	ot include full			
<b>Objective (optional):</b> Does my objective states what I am seeking and what I will bring to the	•			
Headings: Did I include the following heading Experience and Skills? Are there headings the attention to the most relevant information fo (Related Coursework, Related Experience, In Research, Leadership Activities, Honors & Av Professional Memberships, etc.)?	at will help draw r this position ternship Experience,			
Education: Does my education section state in Towson University), institution location (e.g. degree (e.g., Bachelor of Science), major, min date (month and year)?  Did I include my cumulative GPA (if a 3.0 or a accurate? (optional)	, Towson, MD), official or, and graduation			
Are there any relevant honors or awards that this section? (e.g., Dean's List)	t I want to include in			
If more than one degree is included, are they chronological order? (Note: high school usua resume by sophomore year)				

Did I include study abroad experience? (if applicable)

CONTENT		No	Comments		
<b>Experience:</b> Did I include my role, name of the employer/organization, dates employed/involved (month & year), city and state (e.g., MD) for all positions?					
Do I have approximately two to six statements in bulleted format per position?					
Do my statements (i.e., bullet points) demonstrate major accomplishments rather than routine tasks/duties? Check the statements that demonstrate your accomplishments.					
Do my accomplishment statents the listentowiths to the coins seed of the coins seed	.1 <b>6</b> 10.4r)	)cn <b>514</b>	9		
				-/* ·	
				. 1	