

# UNIVERSITY CAREER SERVICES

## Résumé Checklist

### PREPARATION

---

#### Research

- Read the job description
- Research the company department and check qualifications of the position

#### Engage & Strategize

- List relevant current and past experiences
- Match listed experiences to the job's description and qualifications (see: T-Chart handout)

### COMPOSITION

---

#### Format – Single page!

- Avoid templates – start with a plain Word document
- Set margins to 0.5 - 1.0 inches; be consistent throughout
- Set font to size 11-12 Times New Roman or similar font

#### Potential Section Headings

- **Heading and Contact Information**
  - Your name, size 14-16 Times New Roman or similar font. Your name should be the largest font on your resume
  - Use the address that's most local: either permanent or Atlanta address
  - List your GSU email address and a phone number (pro tip: make sure your voicemail box is not full and that your voicemail message is professional)
- **Education**
  - Georgia State University in the top left, with month and year of graduation on the right side of the page
  - Name your degree (i.e. Bachelor of Science in Psychology)
  - Academic achievements (Honors, GPA if above a 3.0)
  - Study Abroad experiences (if applicable)
  - High school experience (for first year or fall-semester sophomores)
- **Work Experience/ Campus Involvement**
  - Professional Work Experiences relevant to the job – work, leadership, service, etc.
- **Skills**
  - “Hard skills” like technology and language(s)
- **Certifications**
  - Other things to consider – Experiences that aren't relevant to the job but are still important to you

Utilize bullet points to denote tasks, duties and accomplishments

- Use active verbs that showcase your “soft skills”



## APPEARANCE & REVIEW

Check your résumé for:

- Action verbs to start each bullet point (see: Action Verb handout)
- Use present-tense for experiences you still are participating in (i.e. your current job)
- Use past-tense for finished experiences (i.e. former jobs)
- Grammar, syntax, spelling, and accurate dates
- Avoid repetition of information
- Connections between the job's qualifications and ways you fulfill them – tailor your document (see: T-chart handout)
- Consistent formatting, organization, balance, and flow
- Experiences listed in reverse chronological order (i.e. start with the most recent or present experience first)

## MASTER RÉSUMÉS

- Brainstorm all your experiences, write them down and keep it all in one place. When you apply to new opportunities, you can refer to your master document and pull off the experiences that make the most sense for that opportunity.
- Consider including: work or internship experiences, on and off-campus organizations, study abroad, language skills, shadowing experiences, volunteer opportunities, relevant courses, certificates and awards, research experience, presentations, leadership positions, or anything else that is relevant.

## DO NOT INCLUDE

**Photos:** LinkedIn is a great way for you to highlight your appearance (see: LinkedIn resource)

**References:** These belong on a separate sheet of paper (see: References Template)

**High School Experiences:** If you are a second semester sophomore or older, high school is removed unless it is directly relatable to the position you are applying to.

A second, blank page to your résumé: A lot of times it is easy to forget to ensure that your résumé is only 1 page. Always double check this before sending it out.

10 Seconds or  
Less



Impress employers with a 10 second scan. Always tailor your documents to the company & position.

Three Reviews



Check for spelling, grammar, and flow. A Career Counselor is happy to help you!

Quantify when  
Possible



Quantify your experiences with numbers. Prove your worth! It's okay to sell yourself.

Own Your Experiences



This is you! Be proud of your document and your accomplishments. Show it off with pride (and Humility)!

Things to Avoid



- Lying
- Using Objective Statement
- Write in the First Person
- Exceed 1 Page
- Using a Template