

Resume Checklist



Layout & Appearance	Yes	No
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)		
Is formatting (e.g. bold, font, bullet sizes, heading styles) consistent throughout the resume? Are the headings and statements evenly spaced?		
Are verb tenses in the present tense for current jobs? Are verb tenses in the past tense for previous jobs?		
Do I have approximately 2-6 statements per job? (Bullet form is recommended.)		
Content	Yes	No
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, Experience, and Skills?		
Does my education section state my official degree and expected graduation date? Did I include my cumulative GPA (if a 3.0 or above)? Is my GPA accurate?		
Do my statements demonstrate major accomplishments rather than routine tasks/duties? Check the statements that demonstrate your accomplishments.		
Do my accomplishment statements start with action verbs? (See below for examples of action verbs.)		
Do my accomplishment statements demonstrate the use of key skills? (See top skills employers seek)*		
Do my statements demonstrate the results of my accomplishments? Did I quantify my results (e.g. use numbers when possible)?		
Does my resume end with strength? (e.g. Skills, Activities section)		
Is my resume completely free from spelling, punctuation and grammatical errors?		

* Communication skills, computer skills, strong work ethic, teamwork skills (works well with others), initiative, analytical skills, flexibility/adaptability, interpersonal skills (relates well with others), problem-solving skills and technical skills

Listing Activities On Your Resume

AS A SUB-HEADING OF YOUR EDUCATION SECTION

(if they are academic in nature)

EDUCATION

California State University, Fresno

Bachelor of Science in Business Administration, May 2004

Major: **Accounting** Overall GPA: **3.75**

Activities (or Academic/Professional Organizations): Vice President, Association of Information Technology (2002-2003); Attendee, 6th Annual AITP National Collegiate Conference in Chicago, IL (March 2002); and Member, Fresno State International Club (2001-2003)

Or, if you have more space available:

Activities (or Academic/Professional Organizations):

- Phi Delta Theta Fraternity (2000 – Present): Attendee, Greek Leadership Day activities and workshops (March 2003); Vice President (2001-2002); Leadership College Ambassador (2002)
- Associated Students (Fall 2002 – Present): Student Senator for College of Business (Fresno State Student Government)
- Craig School of Business Job Fair 2005 (March 2005): Career Fair Host, greeting and assisting participating employers during this Career Services' annual event

AS A SEPARATE SECTION

ACTIVITIES/AWARDS or **LEADERSHIP EXPERIENCE** or other appropriate heading

- Attendee (March 2005), Greek Leadership Day workshops and activities
- President (2003-2004), Fresno State chapter of the American Marketing Association
- Committee Member (March 2003), UnityFest 2003
- Treasurer (Spring 2003) and Member (2003-Present), National Residence Hall Honorary Society
Recognizes the top one percent of student leaders in the residence halls

For heavy involvement:

ACTIVITIES/AWARDS or **LEADERSHIP EXPERIENCE** or other appropriate heading

Associated Students (Fresno State Student Government)

Justice (2004-2005) • Vice President Pro-Tempore (2003-2004) • Student Senator (Spring 2003)

Society of Hispanic Professional Engineers (SHPE)

President (2004-2005) • Outreach Program Coordinator (2003-2004) • Regional Student Leadership Conference Coordinator, 50 attendees (Spring 2003)

Where, how and how much information you place on your resume related to the activities in which you are involved is a function of how much space is available on your resume, how well these activities highlight skills that are relevant to the position you are targeting, and how much relevant work experience you possess. In general, the more relevant work experience you possess, the less space you need to devote to highlighting these activities.

Well chosen activities can help you develop and market the very skills in which employers are most interested: communication skills (both written and verbal), interpersonal skills, leadership skills, team orientation, initiative, creativity, ability to learn, sensitivity, adaptability and flexibility.

AS A "RELATED EXPERIENCE" ENTRY

(if heavily involved in activities related to the field in which you are trying to market yourself)

RELATED EXPERIENCE

Society of Hispanic Professional Engineers (SPHE), Fresno State Chapter Fresno, CA

President (Fall 2005 – Present) • **Outreach Program**

Coordinator (09/04 – 09/05)

- Spearheaded campaign to increase chapter membership, resulting in a 50% increase
- Conduct all chapter meetings, soliciting participation of members and assigning tasks as necessary
- Coordinated a regional student leadership conference in spring 2005 for about 50 participants
- Evaluated and made recommendations about training sessions to be conducted during student leadership conference (Spring 2005)

Kaiser Permanente Fresno, CA

Hospital Volunteer (September 2005 – Present)

- Assist healthcare professionals of Intermediate Cardiac Care Unit
- Stock Cabinets with medical supplies
- Supply fresh water to patients and change patients' beds; Interact with and keep patients as comfortable as possible

AS PART OF A "SKILLS" SECTION OF A FUNCTIONALLY-FORMATED RESUME

Interpersonal Skills

- Served as a Career Fair Host in March 2005, greeting and assisting participating employers during Career Services' annual Craig School of Business Job Fair
- Developed excellent interpersonal skills as a result of three years of active involvement in Greek Life and Student Government activities at California State University, Fresno (served in leadership positions, leading various committees and coordinating several associated events)
- Attended skill development workshops on initiating personal relationships and improving meeting effectiveness offered as part of Greek Leadership Day 2004 (March 2004)