STUDENT RESUME CHECKLIST

FORMATTING
☐ Keep resume to no more than two pages.
☐ Make sure your information fills the page without looking crowded.
☐ Emphasize major headings using capital letters, underlining or bold.
☐ Use Bullets, Bold, Italics, Underlining and Indenting appropriately.
☐ Proofread your resume to make sure it is free of grammatical errors.
☐ Keep spacing and formatting consistent throughout document.
☐ List dates consistently throughout the resume.
☐ Use only appropriate fonts (Times, Arial Narrow, Verdana, Garamond, Goudy, Georgia, etc.)
☐ Keep font size to 12 pt. for text and 12, 14, or 16 pt. for headings and name.
☐ Do NOT include pictures and/or graphics.
☐ Do NOT include personal Information (Age, Weight, Children, etc.).
☐ Set margins to approximately 1 inch on all sides.
☐ List experience and education in reverse chronological order (most recent first)
☐ Do NOT use personal pronouns such as "I, me, or my."

NAME/ADDRESS
☐ Put your full name on the top line of the resume.
☐ Include city and state only (do not include full address).
☐ Include telephone number with area code (be sure it is a number where you can be reached).
☐ Make sure your email address is professional (U of M email address is recommended).
☐ OPTIONAL: add a link to your online portfolios (Example: LinkedIn, Github)

EDUCATION
☐ List the highest degree first (do not include high school information)
☐ Write the full name of your degree and major, using no abbreviations.
☐ List the name of the institution that granted the degree, along with the city and state.
☐ Include the month and year of graduation or expected graduation.
☐ Include GPA if it is 3.0 or higher.

HONORS
☐ List only honors earned after High School.
☐ List any Scholarships, Assistantships, Grants, Honor Societies, Deans Lists, and Awards.
☐ Add dates to all the received honors using the format: Month Year (Example: May 2018)

SKILLS
▢ List any relevant technical skills.
▢ Reflect skill level accurately (proficient, working knowledge, etc.).
▢ Include language skills that are accurately reflected (fluent, conversant, etc.)
▢ Do NOT include vague generalities (such as "strong communication skills").
▢ Leave off any outdated or obsolete skills (such as FORTRAN).

RELEVANT COURSES
▢ Only include courses relevant to the job you are applying for.
▢ Write full course names; do NOT use course numbers.

EXPERIENCE
▢ Include Internship/Co-Op Experience, relevant paid work, and relevant volunteer work.
▢ Include the position title, company name, city, state, and dates of employment.
▢ Each job description should have at least two bullet-point statements that begin with an action verb.
▢ Focus descriptions on accomplishments.
▢ Quantify and qualify descriptions when possible (ex. Increased sales by 30%).
▢ Use past tense verbs in past experiences and present tense verbs in present position.

LEADERSHIP & ACTIVITIES
▢ List campus and community activities.
▢ If the experience is applicable to the intended job, than move it to the "EXPERIENCES" section and follow its structure.
▢ Include Title, Organization, Location, and Dates of Participation.
▢ Generally, do NOT include organization names that reveal political affiliation, religious preference, racial/ethnic background, etc.
▢ Do NOT include High School activities.

ADDITIONAL CATEGORIES
▢ Use additional categories if relevant to the individual and the job being sought.
▢ Examples of additional categories include but are not limited to: Research, Publications, Professional Associations, Certifications, Licenses, Military Service, and Presentations.

REFERENCES
▢ Do NOT include names and contact information for references on resume; list on a separate page.
▢ Do NOT include the statement available upon request.