

# Resume Checklist

Use this listing of frequent suggestions before having your resume reviewed by a career advisor.

## General

- Resume fills the page but is no longer than one page (more than one page is acceptable in some cases for Master's students, etc.)
- Easy to read font between 10-12 point
- Punctuation and formatting is consistent (dates written the same way, headers formatted the same)
- Equal margins all around (.5"- 1")
- Categories are arranged in logical order, with the most relevant first

## Header

- Full name at the top in a larger/bold font (14-18 point) so it stands out
- If address is listed, make sure it is current
- List Virginia Tech email
- List appropriate pronouns if comfortable
- List phone number
- Obvious facts such as "phone" or "email" are not labeled

## Objective - optional, but is preferred by some employers)

- Include objective to tell employer what kind of position you are seeking
- Objective is targeted toward a specific position or career

## Education

- List the school name as Virginia Tech
- List city, state
- List major, minors and date of graduation
- Include GPA: may include in-major GPA if higher
- Avoid listing high school unless you are a first year student

## Experience

- Format each experience section in the same way
- Include title, company name and location (city & state) and dates employed (start and end date)
- List all experiences in reverse chronological order (most recent to furthest in the past)
- Use bullet points to describe responsibilities
- Use active verbs to begin each bullet point
- Use a variety of action verbs, watch that some are not repeated throughout the resume
- Each phrase either has punctuation, or not
- Avoid personal pronouns (I, me, my)
- Quantify when possible (How many employees did you train? How many people did you tutor?)
- Use present tense verbs for current positions (teach)
- Use past tense verbs for prior positions (taught)

Note: Experience can come from class projects, volunteer work, internships, externships, part time jobs, etc.

## Activities

- List relevant campus involvement, professional associations or community involvement
- Fully list names, and not just abbreviations
- Include leadership positions and describe the specific activities that reveal those leadership skills

## References

- References are only listed on a resume if requested by the employer in the application instructions
- "References available upon request" is not listed on resume