

THE CAREER CENTER

COACHING ♦ RESOURCES ♦ NETWORKING

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RESUME CHECKLIST – GENERAL GUIDELINES FOR DEVELOPING A RESUME

The following checklist will help you develop a professional resume. If you have questions about this checklist, please contact us. For more information and examples of resume formats, visit our Career Library in the Career Center. Additional information is also available via our online resume workshop at www.uncp.edu/career.

If you wish to post your resume on our online recruitment system, it must be reviewed and approved by a Career Center consultant first. Omissions and errors will delay the approval of your resume, so try to complete it correctly the first time.

SUGGESTED RESUME FORMAT

Contact Information:

- ❑ **Name.** Use a font size larger than the largest font on the resume so it stands out. The rest of your contact information can be in a smaller font size.
- ❑ Your current **mailing address.**
- ❑ Home **phone number.** (Be sure to have an answering machine with a professional message.)
- ❑ **E-mail address.** Many employers make contact through e-mail, and you need to appear to be computer literate. If needed, change your user name to make it more professional.
- ❑ URL of your web site. That is if you have one and **only** if the content is appropriate for employer viewing.
- ❑ Remove any automatic hyperlinks on your e-mail address and URL so that it isn't blue and underlined.

Objective

- ❑ Keep your objective **short and concise** by simply stating the industry and/or job title and the company name (for example, "To obtain a position as an assistant account manager with IBM").
- ❑ **Eliminate personal pronouns** such as "I" and "my" from your objective (and from the resume).

Education

- ❑ List degrees in reverse chronological order (most recent listed first).
- ❑ **Spell out** degrees (i.e. "Bachelor of Science in [your major]", not "BS").
- ❑ Emphasize your degree by placing it **before** your university and in bold.
- ❑ **UNCP should read:** "The University of North Carolina at Pembroke."
- ❑ Include the **city and state** after the institution name for location (there is no need to include the zip code).
- ❑ List the **month and year** of your graduation. Do **not** put "expected" or "projected" graduation (i.e. if you are graduating in May 2005, put "May 2005").
- ❑ Include GPA if it is a 3.0 or above, and use "GPA" (not "G.P.A."). Round the number off (i.e. 3.25, not 3.249).
- ❑ Do **not** include any high school information on the resume.
- ❑ If you financed your education personally, say so. For example, "Maintained 3.5 GPA while working full-time to pay 75% of tuition."

Experience

- ❑ List your experience, starting with the most recent position (reverse chronological order).
- ❑ Include full and part-time jobs, paid or unpaid internships or practica, and volunteer work, especially if it is related to your desired job.
- ❑ List your **job title** in bold **before** the company/organization name for emphasis.
- ❑ Include city and state **only** for employer location, **not** the complete address.
- ❑ Include the **month and year** of employment, **not** exact dates.
- ❑ Do **not** include unnecessary information such as supervisor's name, salary, type of job, etc.
- ❑ List job descriptions/duties with **bullets** instead of writing them in paragraph form.
- ❑ Use **strong action words** to describe what you did in your past jobs (**avoid** passive phrases such as "responsible for" and "duties included").
- ❑ Use appropriate **verb tense.** Use present tense action words to describe present employment experience and past tense action words to describe past employment experience.
- ❑ Include numbers to **quantify** experience where possible. For example, # of employees supervised, \$ amount of budget managed, # of workshops taught or projects coordinated, \$ amount saved by your ingenuity, etc.
- ❑ Focus on what you **accomplished** and how you were **valuable** to past employers, **not** on your responsibilities. For example, **instead of** "Responsibilities included implementation of policies and procedures, training of new employees, interfacing with subordinates and vendors," **try** "Worked with staff and vendors to increase product turnover by 15% and sales by 23%. Trained 14 new employees, five were rapidly promoted."

Skills

- Include **computer skills** and name the software programs in which you are proficient.
- Include **transferable skills** (**see Skills Checklist**).
- Include language skills if applicable. (Non-native English speakers should **not** include English since this is assumed.)

OPTIONAL CATEGORIES

Include some of the following categories in addition to those listed above as applicable:

- Honors/Awards
- Extracurricular Activities
- Volunteer Experience or Community Service
- Certifications/Licenses
- Course Projects
- Research
- Publications
- Presentations

GENERAL GUIDELINES

- A resume is a marketing tool, **not** a complete job history. Include **only** the items that will help you get the job you want. Leave off anything that won't.
- Your resume should be **one to two full pages** in length. A couple of lines hanging over at the top of a page can usually be moved to the previous page.
- Your document should look **balanced**, be pleasing to the eye, and be **easy to read**.
- Your resume format (bolding, italics, etc.) **must be consistent** throughout your document.
- The body text should not be too small (**no less than 10 pt.**) or too large (**no more than 12 pt.**).
- Do **not** use personal pronouns like "me" and "I." (Example: Instead of "I supervised..." simply say "Supervised...").
- Use consistent and **proper punctuation**.
- Do **not** include a list of professional references. References are a **separate** document in the same format as your resume.
- Include a statement at the bottom of your resume that refers to the availability of your references or a professional portfolio for review.
- Run a **spell check** and **proofread** carefully. Have friends, family, and references read the resume to help you with editing and proofing.

CAREER CONSULTANTS ARE AVAILABLE FOR RESUME CRITIQUES IN THE CAREER CENTER. IF YOU WILL BE VISITING THE CAREER CENTER FOR AN APPOINTMENT TO HAVE YOUR RESUME CRITIQUED, PLEASE MAKE SURE YOU FOLLOW THIS CHECKLIST CAREFULLY BEFORE YOUR APPOINTMENT. IF YOU HAVE QUESTIONS ABOUT THIS CHECKLIST, PLEASE CONTACT US.