

Resume Checklist

Ask yourself “What is this resume being used for?” (General, specific internship, fellowship, graduate school, etc.) Tailor your resume for the specific purpose you are writing it.

Layout & Appearance

- Avoid using templates – they are difficult to edit
- Font size and margins (10-12 point font and 0.5-1.0 inch margins)
- Resume is 1 page long preferably – target your resume
- Name stands out at the top of the page and header includes address, phone number and email
- Formatting is consistent (e.g. bold, font, bullet sizes, heading styles)
- Headings and statements are evenly spaced
- Verb tenses are in the present tense for current jobs
- Verb tenses are in the past tense for previous jobs
- There are approximately 2-6 statements per job

Content

- Header sections (Education, Experience, Activities, and Skills, etc.) make sense and the order is purposeful
- Experiences within sections are listed in reverse chronological order
- Education section states official degree and expected graduation date. If including a cumulative GPA it should be a 3.0 or above.
- Statements demonstrate major accomplishments rather than routine tasks/duties
- Accomplishment statements start with action verbs
- Accomplishment statements demonstrate the use of key skills – think about transferrable skills and technical skills utilizing Digital Competencies language where appropriate - www.brynmawr.edu/digitalcompetencies
- Statements demonstrate the results of my accomplishments. Quantify results (e.g. use numbers when possible)
- Skills section features language, computer and technical skills
- Activities/Leadership/Volunteer section highlights extracurricular activities, leadership experiences and community involvement
- Resume is completely free from spelling, punctuation and grammatical errors

Examples

Move from Duties statements to Accomplishments statements

- *Duties statement:* Managed customer mailing
- *Turned into accomplishments statement:* Compiled and maintained mailing list of 12,000 customers, while maintaining privacy and security of data
- *Duties statement:* Coordinated artist press releases
- *Turned into accomplishments statement:* Coordinated press releases for 12 artists that contributed to an increase in annuals sales by 12%
- *Duties statement:* Created websites
- *Turned into accomplishment statement:* Created 6 websites for personal or academic use in WordPress and Drupal, and publish blog read by 60 people/week

“Unrelated” Positions – Highlight transferable skills employers seek

- *Skills:* communication, computer, flexibility/adaptability, strong work ethic, interpersonal, teamwork, problem solving, initiative, analytical, technical/digital
- Dining services position example – Developed strong customer service skills in a high volume dining hall
- Use Digital Competencies to contextualize technical skills – Conducted data analysis using SPSS and created charts to visually represent data to larger audience

Activities/Leadership/Volunteer Experience

Co-Head, Traditions, Bryn Mawr College

2017-present

Organized and publicized the college's four annual campus-wide events that build community and camaraderie. Oversaw the planning and publicizing of events, managed over 20 volunteers and administered a \$75,000 budget.

Participant, Leadership Empowerment Advancement Program, Bryn Mawr College

Fall 2016

Selected for 45 hours of intensive experiential instruction in group development, interpersonal communication, group facilitation, and team building.

Hall Advisor, Bryn Mawr College

2018-present

Advise 44 students living on residence hall. Develop successful living learning community. Trained in mediation and conflict management.

Volunteer, Obama For America, Philadelphia, PA

Fall 2012

Campaigned weekly from New York to Philadelphia to register voters in suburban and rural areas. Managed 15 volunteers through database work. Informed over 500 residents of their voting rights including convicted felons and first time voters. Designed communication materials for distribution to Philadelphia metropolitan audience.

Action Words

accomplished	created	moderated	solved
achieved	demonstrated	monitored	started
adapted	designed	motivated	streamlined
administered	developed	negotiated	strengthened
advised	directed	obtained	structured
analyzed	drafted	operated	supervised
arranged	earned	organized	surveyed
assembled	edited	participated	taught
assessed	encouraged	planned	tested trained
authored	established	presented	transformed
balanced	evaluated	produced	translated
bargained	examined	programmed	traveled
broadened	explained	promoted	updated
budgeted	familiarized	provided	upgraded
built	formulated	purchased	utilized
calculated	gained	recruited	wrote
classified	generated	reduced	interpreted
communicated	identified	represented	interviewed
compiled	implemented	researched	introduced
completed	improvised	review	investigated
composed	increased	scheduled	maintained
concluded	influenced	selected	managed
conducted	initiated		
coordinated	instructed		
corresponded	marketed		

*National Association of Colleges and Employers
Resume checklist adapted from George Mason University

***Top Skills Employers Seek**

Communication skills
Computer skills
Flexibility/adaptability
Strong work ethic
Interpersonal skills (relates well to others)
Teamwork skills (works well w/others)
Problem-solving skills
Initiative
Analytical Skills
Technical skills