

## Resume Preparation Checklist

Full name: \_\_\_\_\_

*Tip: Avoid nicknames.*

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Numbers: \_\_\_\_\_

*Tip: If you have an answering machine, leave a neutral message.*

\_\_\_\_\_

Email Address: \_\_\_\_\_

*Tip: Choose a professional email address. Be aware – many employers now check social sites such as MySpace. Make sure your page is employer friendly.*

Objective or Summary:

State the type of job you are looking for or summary of your top three or four skills. This can include accomplishments, education, and special skills.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Tip: Tailor your objective to each employer you target and/or every job you seek.*

Sometimes you have to overthrow yourself to get what you want!

Work Experience:

Title of position \_\_\_\_\_

Name of organization \_\_\_\_\_

Location of work (town, state) \_\_\_\_\_

Dates of employment \_\_\_\_\_

Describe your work responsibilities with emphasis on specific skills and achievements.

---

---

*Tip: Use active language or action words to describe your responsibilities. Use words like "set up," "managed," "solved," "negotiated".*

*Tip: Include your work experience in reverse chronological order. Put your last job first and work backward to your first. Only include your last 3 to 4 jobs. If you have limited experience, include leadership or team member roles you held in extracurricular activities or community groups.*

Title of position \_\_\_\_\_

Name of organization \_\_\_\_\_

Location of work (town, state) \_\_\_\_\_

Dates of employment \_\_\_\_\_

Describe your work responsibilities with emphasis on specific skills and achievements.

---

---

Sometimes you have to overthrow yourself to get what you want!

Title of position \_\_\_\_\_

Name of organization \_\_\_\_\_

Location of work (town, state) \_\_\_\_\_

Dates of employment \_\_\_\_\_

Describe your work responsibilities with emphasis on specific skills and achievements.

---

---

Education:

Your degree (A.S., B.S., B.A., M.A etc.) \_\_\_\_\_

*Tip: Your most recent educational information should be listed first.*

Major and Minor/concentration \_\_\_\_\_

Institution attended \_\_\_\_\_

Mention academic honors \_\_\_\_\_

*Tip: New graduates or those just starting out in the job market without a lot of work experience should list their educational information first.*

Other (Optional)

Leadership experience in volunteer organizations \_\_\_\_\_

Special skills or competencies \_\_\_\_\_

Participation in sports \_\_\_\_\_

## References

Find two to three people that are willing to serve as a reference for you. Have their names and contact information available. On your actual resume simply write "References provided upon request."

*Tip: Do not use family members as a reference. References should be professionals who can speak to qualities such as dependability, leadership, and teamwork. The best references are managers and supervisors of previously held positions.*

**On a separate sheet of paper record your references as follows:**

First and last name: \_\_\_\_\_

Position/ Relationship to you: \_\_\_\_\_













Company or Organization they are affiliated with: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number/s: \_\_\_\_\_

## “Look and Feel” Checklist

Your resume is a marketing tool that gives prospective employers a quick view into who you are and what you offer their organization. The overall design of your resume is just as important as its content. Below is a checklist to make sure your resume not only reads well but also looks professional showing employers you are serious about your job search.

-  Use white, off-white, or light color paper.
-  Use 8-1/2- x 11-inch paper.
-  Print on one side of the paper.
-  Use a font size of 10 to 14 points.
-  Use basic and easy to read font (E.g. Times New Roman, Garamond).
-  Do not use more than one font.
-  Avoid italics and underlined words.
-  Avoid using graphics or shading.
-  Do not fold or staple your resume.
-  Spell check.
-  Have at least one person proofread.
-  Do not use whiteout.