

## STUDENT RESUME CHECKLIST

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### FORMATTING

- Keep resume to one page in length.
- 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, Verdana, etc)
- Keep font sizes 10, 11, or 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.

### NAME/ADDRESS

- Put your full name on the top line of the resume.
- Include complete mailing 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).

### OBJECTIVE/PROFILE

- Target your objective/profile to the specific job you are applying for.
- Do NOT use personal pronouns such as "I, me, or my."
- Highlight key skills or qualifications relevant to the job.
- Use a profile to summarize key accomplishments relevant to the job (recommended for graduate students).

### EDUCATION

- 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.
- Do NOT list dates of attendance.
- Include GPA if it is 3.0 or higher.
- List the highest degree first.

## **HONORS**

- List only honors earned after High School.
- List any Scholarships, Assistantships, Grants, Honor Societies, Deans Lists, and Awards.

## **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- Leave off any outdated or obsolete skills (such as FORTRAN).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.
- Nursing students are required to include this section. Include “/Practicum” after any course title that has a practicum associated with it. For example: Adult Health Care Nursing/Practicum.

## **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.
- Begin each job description with an action verb.
- Focus descriptions on accomplishments.
- Quantify and qualify descriptions when possible (ex. Increased sales by 30%).
- Use bullet points and action verbs when describing experience.

## **LEADERSHIP & ACTIVITIES**

- List campus and community activities as you would a job or internship.
- Highlight leadership positions and describe accomplishments using bulleted points.
- 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**

- May include statement “Available upon request” at the end of the resume when space allows.
- Do NOT include names and contact information for references on resume; list on a separate page.