

RESUME ✓ CHECKLIST

RESUME **MINIMUM REQUIREMENTS**

The following minimum requirements must be met for a resume to be approved.

LAYOUT AND FORMAT

- Name font size is minimum 18 and maximum 24
- Body text font size is minimum 10 and maximum 12
- Margins are minimum .5 inch and maximum 1 inch
- Font is easy to read
- Headings, fonts, bullets, margins, and subheadings are consistent
- Header with name and page number is on subsequent pages
- Content fills at least half of last page
- Free of spelling and grammatical errors
- No use of personal pronouns or acronyms
- Resume design is consistent with professional practice
- White space is effectively used for visual appeal
- Cover letter and resume layout and format are consistent
- References listed on a separate document

CONTACT INFORMATION

- Contact information is located at top of first page
- First and last name is included in heading
- Full address is listed in heading
- Preferred phone number is included in heading
- Professional email is listed in heading

EDUCATION

- Highest or most recent degree is first
- Full name is listed for college or university
- City and state is listed for college or university
- Official name of degree is listed
- Licensure, minor, or specialization is listed below degree
- Graduation date includes month and year

EMPLOYMENT EXPERIENCE

- Experience is listed in reverse chronological order
- Full name is listed for each company
- City and state is listed for each company
- Full position title is listed for each position
- Starting and ending dates for each position are listed, including month and year
- Current position(s) have an ending date as "Present"
- Action verbs are used at the beginning of each bullet
- Bullet points describe key accomplishments, emphasize transferable skills, and quantify results
- Verb tenses are consistent with time frame of employment