Resume Checklist



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

Layout & Appearance

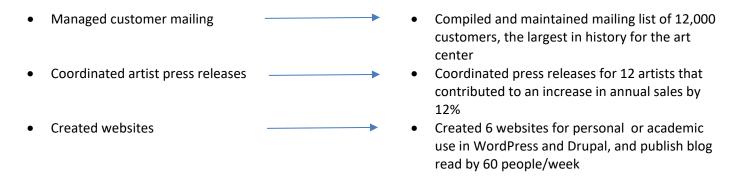
- Avoid using templates
- Font size and margins (10-12 point font and 0.5-1.0 inch margins)
- Resume is one page long preferably target your resume
- Name stands out at the top of the page and header includes address, phone number and email
- Formatting is consistent (e.g. bold, font, bullet sizes, heading 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.) are clear 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

Changing a Task to an Accomplishment Statement



Positions You Think Are Not Relevant – Highlight transferrable skills employer 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, 2019

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, 2016

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

Hall Advisor, Bryn Mawr College, 2019-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.

*Top Skills Employers Seek

Communication Skills (Ex: Presenting, Writing, Customer Service)

Computer Skills (Ex: Microsoft Office, Analysis programs, Computer languages) **Flexibility/Adaptability** (Ex: Project management, Team building/Team settings)

Strong Work Ethic (Ex: Personal projects, Difficulties you've faced, etc.)

Interpersonal Skills (Ex: Situations where you've related well to others, Leading groups) **Teamwork Skills** (Ex: Sports, Jobs on-campus, Extracurriculars, Class projects, etc.)

Problem-Solving Skills (Ex: Critical thinking activities)

Initiative (Ex: Personal Projects, Difficulties you've faced, etc.) **Analytical Skills** (Ex: Classes, Labs, Research projects, Essays)

Technical Skills (Ex: Lab, Computer classes, etc.)

^{*}National Association of Colleges and Employers, Resume checklist adapted from George Mason University

Action Words

accomplished achieved adapted administered advised analyzed arranged assembled assessed authored balanced bargained broadened budgeted built calculated classified communicated compiled completed composed concluded conducted coordinated corresponded

created

demonstrated designed developed directed drafted earned edited encouraged established evaluated examined explained familiarized formulated gained generated identified implemented improvised increased influenced initiated instructed marketed moderated

monitored motivated negotiated obtained operated organized participated planned presented produced programmed promoted provided purchased recruited reduced represented researched review scheduled selected solved

started streamlined strengthened structured supervised surveyed taught tested trained

transformed

translated
traveled
updated
upgraded
utilized
wrote
interpreted
interviewed
introduced
investigated
maintained

managed