

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

- | | | |
|-------------------------------------|---|--|
| • Managed customer mailing | → | • Compiled and maintained mailing list of 12,000 customers, the largest in history for the art center |
| • Coordinated artist press releases | → | • Coordinated press releases for 12 artists that contributed to an increase in annual sales by 12% |
| • Created websites | → | • Created 6 websites for personal or academic use in WordPress and Drupal, and publish blog read by 60 people/week |

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.

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

***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.)

Action Words

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