Career Services

Resume Checklist

Make sure your resume meets the following criteria.

Contact Information

	Name is 4-8 points larger than rest of text
	Address is complete (street, city, state, zip code)
	A daytime phone number is given
	Email address is business appropriate
	Formatting is easy to read and flows well

Objective

	Includes title of position applying for
	Short and concise

Summary of Qualifications

	Includes 5-7 bullet points
	Majority of bullet points begin with action verbs
	Includes technology skills
	Includes industry-specific skills
	Bullet points draw in the reader and make them want to read more

Related/Education/Observation Experience

	Section included on resume (or has an attached explanation)
	Experiences are listed in reverse chronological order
	4-6 bullet points per experience
	Bullet points start with action verbs
	A unique action verb is used for each bullet point
	Bullet points are concise yet explain skills utilized

Education

	Includes only college experience
	Includes only previous or current experience
	Experiences are listed in reverse chronological order
	Lake Land College is spelled correctly
	Degree and program of study are listed correctly
	GPA is included if 3.0 or above

Work History

	Experiences are listed in reverse chronological order
	Each experience has 4-7 bullet points
	Bullet points begin with action verbs
	Bullet points focus on skills and responsibilities beyond the normal day-to-day activity
	Bullet points are concise yet provide detail and explanation of skills used
	Names of software programs are used when appropriate
	Format is easy to read and highlights appropriate information

Volunteer Experience (if appropriate)

	Experiences are listed in reverse chronological order
	Bullet points begin with action verbs
	Bullet points focus on skills and responsibilities
	Bullet points are concise yet provide detail and explanation of skills used
	Format is easy to read and highlights appropriate information

Additional Sections (if appropriate)

Comments:

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