



# Résumé Checklist

### A good résumé will:

#### Content

- ✓ Represent and highlight your relevant experience
- ✓ Include your complete local and permanent contact information: name, address, phone number, email
- ✓ List education appropriately—degree, university, expected graduation date, GPA, minor
- ✓ Include relevant work history and involvement
- ✓ Spell out everything, including words in your address, the names of states, type of degree, etc.

*For more information on formatting, writing bullet points, and sample objective statements, pick up a copy of our Résumé Handbook!*

- ✓ Include related professional information, like honors, awards, volunteer and internship experiences
- ✓ Use bullet points that

start with action verbs to highlight skills and work experiences

- ✓ Expand and quantify your bullet points to give a better scope of your skills—no two-word statements!
- ✓ List references' contact information on a separate page, using the same heading you used for your résumé

#### Format/Design

- ✓ Make formatting consistent—use of bullets, spacing, font effects, word tenses, and indentations should be easy to read
- ✓ Prioritize everything listed—either list experiences in reverse chronological order (most recent first), or list the most important experiences first
- ✓ Have correct spelling and grammar
- ✓ Be one full page, no partial pages
- ✓ Keep font and color professional

### A weak résumé:

#### Content

- ✓ Includes inappropriate personal information like hobbies, photos, age, personal interests
- ✓ Includes abbreviations
- ✓ Includes personal pronouns (I, me, you, etc.)
- ✓ Includes outdated and/or not applicable information (irrelevant high school info)
- ✓ Includes casual writing or slang terms
- ✓ Has grammatical or spelling errors

#### Format/Design

- ✓ Has overwhelmingly fancy fonts or colors
- ✓ Is based on a résumé template, which is unoriginal
- ✓ Has excessive white space that makes the résumé look sparse
- ✓ Has partial pages—one full page should be sufficient for an undergraduate
- ✓ References are listed on your résumé—they should be on a separate page

For help with your résumé or any other career-related issue, come see us in the Career Center!

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