

Résumé Self-Review Checklist

FORMATTING

- White space is well used and not overcrowded with text. Visually balanced in each of the four quadrants of the resume.
- Number of spaces between categories or items is consistent.
- Margins are appropriate (between 1 inch and ½ inch) and consistent.
- Use of bullet points, dashes, commas, are all consistent.
- The font style and spacing is the same throughout the resume & size is 10.5 to 12-point font.
- Headings stand out from the text, using bold, italics, capitalization, lines, etc. and is consistent.
- Name is larger than the rest of the text – 14-16 point font is appropriate for your name.
- Résumé is one page and only the front side of the paper is used.

GRAMMAR

- All verbs in each specific experience are in the same tense – current positions/roles should be in the present tense; past positions/roles are in the past tense.
- All proper nouns are capitalized (ie: Organization, Title, Name, etc.).
- Date format can include month, semester, or season, but be consistent throughout the resume; capitalize seasons when associated with a date.
 - *Examples: November 2018; Fall 2018*
- All the words used are familiar to people; industry-specific terms should be recognizable to those within the field, industry and/or company.
- All words are spelled correctly – do NOT rely on spell check.
- Use of punctuation is consistent – if you use periods at the end of your phrases, make sure they are at the end of all phrases. Exclamation points are not used.
- Punctuation used to separate information is consistent.
- There are no commas between month and year or semester and year.
 - *Examples: November 2014; Summer 2014; Fall 2013*

CONTACT INFORMATION

- Name, address, phone (including area code), Kent State email, customized LinkedIn URL (optional)
- If permanent and campus address is listed, they are labeled.

EDUCATION

- Name of university and location.
 - *Example: Kent State University, Kent, Ohio*
- Official name of your degree.
 - *Example: Bachelor of Business Administration*
- Includes major, minor and/or concentration spelled out (no abbreviations).
 - *Example: Bachelor of Business Administration*
Major: Accounting | Minor: Computer Science
- Expected date of graduation with month and year.
 - *Example: May 2022*
- Study abroad experience (if applicable); includes name of institution/program and dates.
 - *Example: Kent State University, Florence Italy Summer 2019*
- GPA is 3.0 or above (two decimal points) and reflects cumulative GPA, unless noted (optional).
 - *Example: GPA: 3.75; Cumulative GPA: 3.60; Major GPA: 4.00*

**Can you skim the highlights
in less than 20 seconds?**



EXPERIENCE

- Includes job title/role, organization name, location (city, state) and dates employed/involved.
- Dates of prior experiences are accurate and in reverse chronological order (most recent to least recent) within each section.
- 3-5 bullet points start with action verbs (not “responsible for” or “duties included”); includes specific examples to emphasize transferrable skills and knowledge and describes key accomplishments and contributions. (see “Résumé Impact Statements” tip sheet)
Example: Initiated and facilitated weekly after-school group for 8 behaviorally challenged youth in grades 9-12
- Bullet points are quantified (i.e.: numbers, percentage, dollars, etc.) to show detail and impact (if appropriate).
- Verb tenses are consistent – present tense is used to describe current roles/positions and past tense is used to describe previous roles/positions.

OPTIONAL ADDITIONAL SECTIONS

- Objective** is a clear statement targeting specific opportunity you are seeking & includes exact title and includes 1-2 skills you possess that relate to the position you are seeking.
- Skills/Qualifications:** languages, publications, research projects, computer program (list software/languages), tools/equipment, military services and/or training.
- Developmental Experiences:** things like research work, class projects, and significant courses can help highlight skills and abilities.
- Involvement/ Leadership / Volunteer Experience:** Includes official name of each organization, city and state, position or leadership role held, dates of involvement; does not use acronyms unless defined within the resume.
- Awards/Honors:** Includes the official name for each honor or award and official name of organization or group.
- Certifications/Licensures:** Can be separate or within Education section, lists official name of certificate, year achieved and/or year it is set to expire.
- Academic Experience/Related Coursework/Related Projects:** Can be incorporated into Education section. Includes the title of the course and/or project and the semester completed; does not include course #; identifies independent vs. group, role within group, applicable skills/knowledge, and any specific technical skills.

RÉSUMÉ DOES NOT INCLUDE

- There are no graphics or photos.
- Salary history is omitted; can be included in a cover letter if requested.
- Personal information should be omitted, such as gender identity, birth date, age, race, marital status.
- Personal pronouns, such as “I,” “me,” “my,” “we,” and “our”.
- High School education information should be omitted except for first semester students with no college GPA.
- High School experiences should be omitted by end of sophomore year unless relevant to specific positions.
Example: applying for accounting position and worked as bookkeeper for small business

Questions/Notes to review with my Career Advisor: (click to enter questions / notes)



Ambassador Crawford
College of Business
and Entrepreneurship

For more information:
Career Services Office
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