



RESUME CRITIQUE CHECKLIST

Format

- The resume is one page for entry-level internship and job applications
- The font is either Times New Roman, Arial, or Calibri (Body)
- There are no more than 3 font sizes; minimum font size is 10, maximum is 14
- Spacing and margins are consistent throughout the resume minimum margin all around is .5"
- The use of bullets, bolding and underlines are used sparingly to organize information visually
- All resume sections are clearly labeled
- Within each section, information is listed in reverse chronological order (most recent experience listed first)

Writing Style

- Personal pronouns (I, me, my, or we) are not used
- Each bullet point begins with a strong action verb. See the website <http://www.kent.edu/sites/default/files/action-words.pdf> for suggestions
- The phrases "Responsible for" and "Duties included" are not used
- The resume is free of typos, spelling, or grammatical errors
- Experience descriptions specify individual skills and accomplishments, not team outcomes
- The resume has been proofread by at least one other person
- The phrase "References available on request" is not used

Information to Include

- Think broadly about how your background is relevant to the position. Draw from: relevant coursework, class projects, internship or work experience, volunteering, research, leadership roles, campus clubs and organizations, community involvements, study abroad, honors, scholarships, awards, publications, presentations, and language and technical skills
- Include high school information as a freshmen or sophomore; by junior year, the resume should focus on college experiences

Accomplishments

- The resume emphasizes the outcomes of activities. For example
 - *Initiated recycling program in residence hall based on student feedback, reducing monthly waste bill by \$200 and improving environmental awareness and contentiousness amongst students*
- Accomplishments and outcomes are quantified by using numbers, percentages, and dollar amounts as measures of success

Relevance to Job Description

- The resume is tailored to the specific internship or job requirements
 - Skills, knowledge, and responsibilities from the job description are clearly mentioned and highlighted on the resume
 - These qualifications are listed at the top of the resume, rather than lower on the page
- Resume sections are ordered in terms of relevance to the job description to highlight the applicant's strongest qualifications
 - For example, if your volunteer experience most closely relates to the position, the Volunteer Experience section should follow the Education section
- The resumes uses appropriate industry keywords

Sample Resume

2222 McCoy Road
Columbus, Ohio 44444
614-555-5555
sresume@kent.edu

OBJECTIVE

Seeking an internship in Summer 2017 to utilize my organizational and analytical skills.

EDUCATION

Bachelor of Business Administration
Kent State University
Major: Business Management

Expected Graduation: May 2018
Kent, Ohio
GPA: 3.6

SIGNIFICANT COURSEWORK

Business Finance, Principles of Management, Legal Environment of Business

COMPUTER SKILLS

Microsoft Office: Word, Excel, and PowerPoint

WORK EXPERIENCE

Kent State University, Kent, Ohio

August 2015 - Present

Resident Advisor

- Collaborate with building staff and campus administrators to organize a pancake breakfast fundraiser, raising \$500 for community charity.
- Utilize effective time management skills by creating and implementing 6 programs and activities each semester for 30 residents while balancing full-time course load and extracurricular commitments.
- Demonstrate strong communication skills through conversations with residents, building hall staff, and campus administrators. Facilitate problem-solving and conflict resolution amongst residents by serving as positive role model, mediator, and leader.

Panini's Bar and Grill, Kent, Ohio

August 2014 - May 2015

Server

- Worked independently in a fast-paced environment.
- Utilized persuasive skills to highlight nightly specials.
- Demonstrated customer service skills through regular interaction with guests to ensure their needs were met.
- Collaborated with a staff of 7 to maintain a pleasant environment.

LEADERSHIP EXPERIENCE

Harding Middle School, Columbus, Ohio

July 2014 - September 2014

Assistant Coach

- Demonstrated strong communication skills by guiding and leading 20 seventh and eighth grade girls on team.
- Served as positive role model by teaching students about teamwork, respect, and conflict-resolution.
- Led team to its first regional championship in August 2014; recognized at school banquet with leadership award.

CAMPUS ACTIVITIES

Member, Delta Sigma Pi

August 2015 - Present

Member, Collegiate Business Association

August 2015 - Present

VOLUNTEER EXPERIENCE

Relay for Life, Kent State University
Greater Cleveland Food Bank

March 2015 – August 2016

December 2014 – February 2015

HONORS

Dean's List

Spring 2014 – Spring 2016

Summit County Alumni Association Scholarship

Spring 2015