GOVS RESUME CHECKLIST

FORMAT:

- ☐ Easy to scan & read
- ☐ Concise (one page)
- ☐ Margins (1/2" to 1" all around)
- ☐ 8.5 x 11 resume paper
- ☐ No color or flashy font

CONTACT INFORMATION:

- ☐ Name (16-18 font size / bold)
- ☐ City and state
- ☐ Phone number
- ☐ Professional email
- ☐ Personal LinkedIn URL

PROFESSIONAL SUMMARY:

- ☐ Statements about your intention and skills
- ☐ States the type of position/industry seeking
- ☐ No pronouns are used

EDUCATION:

- ☐ Only schools where you received degrees
- ☐ Graduate school listed first (if applicable)
- ☐ Majors, concentrations, and minors
- ☐ Graduation month & year

SKILLS:

- ☐ Use skills employers are seeking (see skills tip sheet)
- ☐ Use skills specific to the position

EXPERIENCE:

- ☐ Include internships
- ☐ Jobs/internships listed in reverse chronological order - month and year started and ended ("Present" if still in the position)
- ☐ Include city and state of the position
- ☐ Include position title
- ☐ Developed STAR resume bullets
- ☐ Each bullet begins with an action verb
- ☐ Utilize numbers/metrics when appropriate

Additional sections are listed in order of relevance/importance.

VOLUNTEER EXPERIENCE:

- ☐ Include name of organization
- ☐ Description of duties accomplished using STAR statements

ACTIVITIES:

- ☐ Include name of organization/club with leadership positions held
- ☐ List STAR bullet statements for leadership role

STUDY ABROAD EXPERIENCE:

- ☐ Include names, dates, and locations
- ☐ Include description of courses studied and relevant projects

HONORS & AWARDS:

- ☐ Include name of honor/award
- ☐ Include scholarships obtained

REFERENCES:

- ☐ **DO NOT** list on a separate paper
- ☐ **DO NOT** include "References available upon request"