

Resume Checklist

St. Lawrence University Career Services

General Layout & Appearance	Yes	No
Even margins, between .5 & 1.0 on all sides?		
Used just one font?		
Font size 10-12pt throughout? (Except for your name and perhaps section headings)		
Consistent formatting and spacing throughout?		
Bullet points, bolding and italics are used consistently?		
Free from punctuation, spelling and grammatical errors?		
Verb tenses in present tense for current experiences and past tense for past experiences?		
No personal pronouns? (I, me, my)		
No artwork, photographs, cutesy bullets, fancy fonts or colored ink? (Might be ok in art/design industries)		
1 page?		
Appropriate use of "white space"? Information fills the page without looking crowded?		
Dates are listed consistently? (Either seasons OR months.)		
Does the layout showcase your skills and experience to their best possible advantage?		

Contact Information	Yes	No
Located at top of page and doesn't take up excessive amount of space?		
First and last name?		
Mailing address where you can be contacted 6 months-1 year from now? (May include both campus and permanent addresses)		
Current phone number with professional voice-mail already recorded?		
Appropriate e-mail address? (Typically SLU)		

Experience Sections	Yes	No
Includes (relevant) full and part-time jobs, paid or unpaid internships, student teaching, volunteer work and shadow opportunities?		
Multiple headings titled strategically and tailored when possible? (Work Experience, Experience in Graphic Design, Campus Activities, etc.)		
Sections listed in order of importance/relevance and positions within sections listed in reverse chronological order? (Most recent 1 st)		
Full name of organization or company?		
City and state where organization is located? (Not complete address)		
Dates the position was held? (If ongoing, listed as -Present)		
Title of position included?		
Each bullet point begins with strong action word? (See Resume Action Word handout)		
Quantify and qualify descriptions when possible? (Use numbers!)		
Statements demonstrate accomplishments rather than tasks/responsibilities?		
Statements demonstrate use of key skills? (See Resume Action Word handout)		
Key industry-specific words and/or words related to the job description used where possible?		
Generally, does not include organization names that reveal political affiliation, religious preference or racial/ethnic background?		

Education	Yes	No
Begins with St. Lawrence University? (most recent 1 st)		
Lists full name of your degree and major? (Bachelor of Arts not B.A.)		
City name and state?		
Month and year of graduation or expected graduation?		
Includes GPA if 3.000 or higher? GPA taken out over 3 decimal places?		
Only lists other colleges if you were granted a degree or certificate?		
Includes study abroad experiences in the same format?		
Lists only honors earned after high school, including: scholarships, honor societies & awards?		
Possible subheadings included when appropriate? (Relevant Coursework, Research Projects, Lab or Technical Skills, Publications)		

Skills Section	Yes	No
Names specific computer software programs in which you are proficient?		
Includes languages, the level of your proficiency (basic conversation, intermediate, fluent, etc.) and modes of communication (writing, reading, translating) if applicable?		