**Resume Review Checklist Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This checklist has been designed to assist in writing resumes for internship & employment searches. It would benefit you to work with a Career Advisor to develop a resume that meets the following conditions before you apply for an internship or employment. The advisor will assist you with your specific search needs as well as provide guidance on those important final touches that may help you stand out. Just a reminder, your resume alone may not get you the job, but it may help land an interview.

**APPEARANCE**

* Consistent with professional practice (e.g. graphic design, theatre, music, etc.)
* Text is balanced on the page and is well organized, making important points stand out
* Font size and type are professional, typically a 10-12 pt. font is appropriate. No smaller than a 10 pt.
* Watch for grammatical and spelling errors and use correct verb tense throughout
* Avoid personal pronouns. Do not refer to yourself in first person (“I”)
* One page is a good rule of thumb (exceptions: resume is for a federal government position, there is extensive, relevant experience, or you need a curriculum vitae (CV)
* No templates. Make this an individualized document.

**CONTACT INFORMATION**

* Name
* Home address (optional), phone number, email address (use a professional one)
* Personal Web Page URL or e-Portfolio link. Include social media identifiers (e.g., LinkedIn, Facebook, blogs, etc.) if you have a professional online brand.

**EDUCATION**

* Official name of your degree (Bachelor of Science, not BS), graduation date or expected graduation date (month/year)
* Major, minor, Emphasis Area (spelled out)
* Purdue University Northwest (Be sure to add the proper name of the university you attended)
* GPA if it is a 3.0 and above, also other scores such as Praxis (if you are a teacher candidate)

**EXPERIENCE**

* List of relevant experiences in reverse chronological order (most recent/current position first) this includes special course or internship projects (e.g. Senior Design, Senior Capstone, etc.).
* List job title, starting and ending dates for each assignment (month/year/semester year)
* Use of action verbs and specific examples to highlight your skills, knowledge areas and accomplishments as well as duties performed
* No need to list anything older than 10 years unless it is absolutely relevant

**SKILLS**

* Certifications or training programs that have been completed would go in this section as well as computer programs/languages (SPSS, Python, MATLAB, AutoCAD, etc.)

**ACTIVITIES AND HONORS**

* Official name of each organization, office, or leadership role including dates of involvement, highlighting key accomplishments in leadership roles.
* Do not use acronyms
* Summary of scholarships and award dates
* Avoid personal hobbies or interests

A few exceptions to the standard resume might be if a person is a student athlete, applying for a federal job, or they need a curriculum vitae (CV).

**STUDENT ATHLETES**

Student athletes would need a standard resume (unless otherwise stated) with the following added.

* The sport played in college
* Transferable Skills they have learned from playing and being on a team, such as confident, goal-oriented, coachable, self-motivated, etc. and be able to explain how you could bring these skills to a job

**FEDERAL GOVERNMENT JOBS**

* Personal Information (full name, address, phone number, social security number)
* Education
* Work Experience
* Relevant qualifications
* 1-10 pages based on your experience
* Dates and hours (start and end dates as well as hours worked per week)
* Levels of experience with examples
* Highlight achievements (e.g. performance reviews, awards, letters of recommendation, etc.)
* Volunteer work that relates to the job

**CIRRICULUM VITAE (CV)**

A CV is similar to a resume, but it is longer and is more credential based. Here are some things you may want to add to a CV.

* Name
* Contact Information
* Education
* Skills
* Thesis or dissertation abstract
* Research interests and experience
* Teaching experience
* Publications
* Licensing
* Awards

**NOTE: References should not be included unless specifically stated on a job application.**

**For more information and/or help with resume review visit the Career Center at a PNW campus near you.**

**Drop in hours are Monday – Thursday from 1- 4 or you can make an appointment through Handshake for one on one advising.  
  
Hammond, IN campus Westville, IN campus   
SUL 349 LSF 104**