

## Resume Checklist

### Contact Information

- Name on top line and in bold letters, 1-2 fonts larger than rest of text
- Address, state, and zip
- Phone (list one number and verify voice mail box is set up and not full)
- Email Address (not risqué, vulgar, immature, etc.)

### Profile or Summary

- Summarize your best traits and skills in three to four statements.
- Do not use personal pronouns such as I or My
- Example: Highly motivated professional with three years of customer service experience in a retail environment. Excellent computer, organizational and computer skills. Experience working with a diverse clientele and thriving in a fast-paced environment.

### Education

- List college (most recent first), city, state on the same line (left or right align school and location). Example:  
**Wilkes Community College** **Wilkesboro, NC**
- List degree (do not abbreviate) and date of graduation on the same line. Example:  
**Associate in Applied Science Degree, Business Administration** **May 2020**
- Include relevant coursework if applicable or little experience

### Experience

- Include employer (most recent first), city, and state on the same line. Example:  
**Oakley Tire and Automotive** **Wilkesboro, NC**
- Include job title and dates of employment (month/year or just year) on the same line. Example:  
**Auto Mechanic Intern** **May 2019 – April 2020**
- Use action verbs when describing job duties and accomplishments
- Use correct verb tense (Example: Assist vs. Assisted, Manage vs. Managed)
- Use bullet points when listing responsibilities
- Include Internships or Work-Based Learning under Experience

### Optional Headings

- Activities, Affiliations, Awards, Honors, Organizations, Volunteer, etc.
- Combine two categories if needed. Example: Honors and Affiliations

### Other

- Bold each heading and use consistent margins
- Do not include too many italics, underlines, or different fonts which make it difficult to read
- Include references on a separate page
- Use the “KISS” principle: Keep it short and simple. **Try to keep resume to one page and do not go beyond two unless warranted by extensive education or experience.**
- Proofread! Pay careful attention to spelling and punctuation. **Errors are not acceptable!**
- Search internet for resume examples that relate to your career for appropriate skills and keywords