



Resume/CV Checklist

General Format

<input type="checkbox"/>	Have you used Microsoft Word? Do not use a template; applicant tracking systems have trouble reading it.
<input type="checkbox"/>	Are the margins consistent and > 0.5. inches and < 1 inch?
<input type="checkbox"/>	Is your font size > 10 pt and < 12 pt? Is the font easy to read (Arial or Times New Roman, etc.)?
<input type="checkbox"/>	Have you kept it to one page? You may use two pages if you have an advanced degree or extensive experience (10+ years)
<input type="checkbox"/>	Have you left enough white space to make it easy to read?
<input type="checkbox"/>	Have you used boldface and italics appropriately (headers or positions) and avoided underlining?
<input type="checkbox"/>	Are dates clear and consistent? Is format and punctuation consistent?
<input type="checkbox"/>	Are sections listed in order of importance to the employer?
<input type="checkbox"/>	Are heading names descriptive (e.g. Research Experience, Leadership & Service, etc.)?

Contact Information

<input type="checkbox"/>	Is your legal name clear and bold at the top? (also on the second page if applicable)
<input type="checkbox"/>	Is your phone number included? Do you have a professional voicemail recorded?
<input type="checkbox"/>	Is your email address included? Does it sound professional?
<input type="checkbox"/>	If you are a U.S. citizen or hold a permanent resident VISA, did you include this if readers might think otherwise?

Education

<input type="checkbox"/>	Are college/university names spelled out? (i.e. Harvard T.H. Chan School of Public Health)
<input type="checkbox"/>	Did you list the official name of your degree or course?
<input type="checkbox"/>	Did you list the month and year you earned, or expect to earn, your degree?
<input type="checkbox"/>	Does the job you are applying to ask for GPA (required in some industries but typically optional)?
<input type="checkbox"/>	Did you list 3-4 relevant courses that align with your job search?

Experience

<input type="checkbox"/>	Did you clearly list the organization/company name and your job title?
<input type="checkbox"/>	Did you include the city and state (or country) in which you worked?
<input type="checkbox"/>	Are the dates of employment listed for each?
<input type="checkbox"/>	Did you list the project, activity, and results for each experience?
<input type="checkbox"/>	Did you start each phrase with an action verb? (tenses: Past for past work, present for ongoing work)
<input type="checkbox"/>	Did you give evidence and quantify relevant information (e.g. size, scale, budget, staff) for impact?
<input type="checkbox"/>	Have you used keywords that apply to your industry and/or the job listings?
<input type="checkbox"/>	Have you avoided the use of "I"?
<input type="checkbox"/>	Have you considered and included all aspects of your experiences related to the job openings?

Skills

<input type="checkbox"/>	Have you included all relevant skill types (programming languages, foreign languages, lab skills)?
<input type="checkbox"/>	Did you list all relevant skills within each skill type?

Activities/Honors/Leadership

<input type="checkbox"/>	Did you list all the activities, honors, and/or leadership experiences that are relevant?
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